ASE and GSR Fee Remission Process

Starting Fall 2019, a new tuition and fee remission allocation process has been developed for our campus. Appointment and funding information entered in UCPath is now reflected in SIS to determine fee remission charges and allocation. Fee remission amounts will continue to be based on the appointment details entered in UCPath. How fee remission is funded, will now be determined by the data entered in the funding entry module in UCPath.

If there are any changes needed in how fee remission has been allocated on a fund, a request must be submitted to HR via the Distribution Change System (DCS). If the funding changes are retroactive, a DCS request must be submitted in addition to submitting a Direct Retro. The requested funding change will remain in place until a new request has been submitted via the DCS.

The total fee remission allocation will be posted in September for Fall appointments and February for Spring appointments.

ERSO Fee Remission Allocation Process (Effective 11/01/19)

Step	Owner	Process
1	RA	• Determines fee remission should be paid on a different fund than was originally requested • Submits DCS request using date fee remission should be charged to updated fund notating "Funding update for fee remission" • Submits Direct Retro in UCPath (if applicable)
2	HR	• Processes DCS Request as requested (including retroactive dates) • Informs RA if update was not made in time for the payroll deadline for current month
3	SIS	• Redistributes the fees as indicated in funding entry

Example 1: GSR Sally Smith was paid 50% on fund 11112 effective 08/21. On October 15, it is determined the GSR should have been paid on fund 11113 as of 09/01. The RA submits a request via the DCS with a 09/01 effective date notating in the comments "Funding update for fee remission". The RA also submits a direct retro request for 09/01 – 10/30.

Example 2: GSR John Jones had an approved 49.5% appointment on fund 22223 effective 01/01 entered in UCPath. On 01/10, it is determined the GSR should be paid on fund 22224. The RA submits a request via the DCS with a 01/01 effective date. No direct retro submission is needed.