

ASE Childcare Reimbursement Program

UCR Guidelines

(Updated July 2013)

BACKGROUND

The System-wide collective bargaining agreement with the United Auto Workers (“UAW”), representing UC Academic Student Employees (“ASE”s), established Article 4, Childcare, a reimbursement provision for eligible ASEs with qualified dependents. The terms as stated in these guidelines are in effect through September 30, 2013 and continuing participation beyond September 30, 2013 will be subject to ongoing negotiation.

Article 4.B provides the following:

Academic Year Appointments

- a. Each eligible ASE shall receive up to \$600 per quarter for expenses incurred during the ASE’s appointment period in the regular academic year.
- b. An eligible ASE is a registered student with at least a 25% ASE appointment who has (a) qualified dependent(s).

Summer Session Appointments

- a. Each eligible ASE shall receive up to a total of \$600 for the Summer Session(s) for expenses during the ASE’s summer appointment(s).
- b. To be eligible, the ASE must meet all of the following criteria: 1) has at least a 25% ASE Summer Session appointment in the session for which the ASE is requesting reimbursement; 2) is a registered student during the preceding spring Quarter and the succeeding fall Quarter; and 3) has (a) qualified dependent(s).

PROGRAM OVERVIEW

Article 4 established a childcare reimbursement program for ASEs. The reimbursement will be paid through Payroll as taxable earnings to the ASE. The cost of the Childcare reimbursement will be charged to the ASE’s hiring department. For Summer Session(s), the hiring department is Undergraduate Education.

1. An ‘ASE Childcare Reimbursement’ form is available electronically at the UCOP HRB web site under ‘Forms and Publications’: http://atyourservice.ucop.edu/forms_pubs/index.html or locally under ‘Labor Relations’ tab; then click ‘Other’ tab, and you will see a section titled “ASE Childcare”: <http://hr.ucr.edu/publicationsanddocuments.html>
2. The ASE Childcare Reimbursement Program Factsheet is posted on the UCOP HRB web site: http://atyourservice.ucop.edu/forms_pubs/index.html.
3. Description of Service (DOS) code “**BXC**” is to be used for the reimbursement program. Payments made using this DOS code are subject to Federal, State and FICA withholding taxes, if applicable. The Federal tax withholding rate will be 25% (reference Federal Regulations 31.3403(g)-1) and the State tax withholding rate will be 6%. The payments are not included in Covered Compensation for UCRS purposes.
4. The payment through the campus Payroll/Personnel System should be made as a ‘One-Time Payment’ utilizing the online PPS screen function ‘EDFT’ or on the UPAY 564 – ‘One-Time Payment Authorization’ form. (See Attachment 1)

DEFINITIONS

Qualified dependent: *For the purposes of this program, qualified dependents shall include non-school age children in the custody of the ASE.* A non-school aged child is defined according to the California Department of Education under which school districts must admit children at the beginning of the school year (or whenever they move into a district) as follows:

- 2011/12 School Year – Age 5 on or before December 2;
- 2012/13 School Year – Age 5 on or before November 1;
- 2013/14 School Year – Age 5 on or before October 1; and
- 2014/15 School Year and thereafter – Age 5 on or before September 1

Only children under the age of five (5) or children age five (5) after the dates indicated above qualify for the childcare reimbursement program. The child must be in the custody of the ASE, i.e. claimed as a dependent on the ASE's tax return.

Allowable receipts: The childcare provider must have a valid tax ID or social security number. If the center cares for six or more dependents who are not residents, it must comply with all state and local licensing laws and applicable regulations. Expenses incurred before the beginning of or after the end of an ASE's appointment are not eligible for reimbursement. Childcare provided by the spouse, a child of the ASE under age 19, or someone else the ASE claims as a dependent for tax purposes, is not reimbursable.

REIMBURSEMENT PROCESS

ASE Responsibility

1. Normally, at the end of the quarter, semester, or other Summer Session(s) or when the maximum reimbursement amount has been reached during the term, the ASE downloads the 'ASE Childcare Reimbursement Form', completes the form, certifies that the appropriate program requirements are met and reasonableness of expenses, and submits the form and applicable childcare provider receipt(s) to the hiring department.
2. Reimbursement requests must be submitted after the expenses are incurred. Reimbursement requests should be submitted via UBEN 254 form no later than the last day of the following term (e.g., reimbursement for fall quarter must be submitted by the end of winter quarter). If the reimbursement is for spring term, the request must be submitted before the first day of the fall term.

Note [1]: Two ASEs may not each claim the credit for the same provider care for an eligible child unless the provider care exceeded the term dollar limit of \$600 per quarter. The second ASE employee may claim the additional expense reimbursement by submitting a separate claim.

Note [2]: For ASEs who sign up for the University Dependent Care Program, receipts for the same expense cannot be used for both Childcare reimbursement and Dependent Care reimbursement. The ASE will be required to certify on the reimbursement form that the expense is not being claimed under both programs.

Department Responsibility

1. The hiring department certifies that the form is complete, the employee has/had a qualified ASE appointment, and that the applicable documentation is attached. (Refer to the Background section at the start of this document for ASE eligibility requirements)

2. The hiring department authorizes either a one-time payment using the online PPS Department Time Reporting screen 'EDFT' or the UPAY 564 form. The DOS code 'BXC' is to be used for the reimbursement. Alternatively, the hiring department submits payment authorization to the designated payroll processing unit for the department. A one-time payment using either UPAY 564 or the online PPS Department Time Reporting Screen 'EDFT' will be generated by that unit. Examples of the 'EDFT' screen and the UPAY 564 are included as Attachment 1 and Attachment 2.
3. Hiring department retains authorized reimbursement request form and associated receipt(s) in the employee file. Forms should be retained for a period of five (5) years.

Payroll Office Responsibility

1. The payment will be generated through the PPS. Payment will normally be in the same form as the ASE normally receives pay -- i.e. check or electronic deposit. If an ASE is no longer actively employed at the time of the reimbursement, then a paper check will be issued.
2. Appropriate charges to the hiring department will appear on the Distribution of Payroll Expense Report and in the General Ledger.

Administrative Q & A's

1. Q. Who is funding the reimbursement costs?

A. For costs associated with the academic year, the cost is charged to the ASE's hiring department. For costs associated with the Summer Session(s), the hiring department is Undergraduate Education (Summer Sessions and Special Programs), and reimbursements should be directed to that office.

2. Q. Who is responsible for processing the reimbursement request form?

A. For costs associated with the academic year, the cost is charged to the ASE's hiring department and reimbursements should be directed to the home department. For costs associated with the Summer Session(s), the hiring department is Undergraduate Education (Summer Sessions and Special Programs), and reimbursements should be directed to that office.

3. Q. Will hiring departments be required to verify the age of the child? Does the ASE need to submit a birth certificate?

A. The ASE will certify the age of the child on the reimbursement request form. Under this program, the eligible dependent must meet California Department of Education's definition for a non-school age child. A birth certificate is not required at this time.

4. Q. If an ASE becomes academically ineligible after having received reimbursement during a term; will the ASE be required to repay the reimbursement amount or a portion of the reimbursement?

A. No, if the ASE was eligible at the time the childcare coverage was provided repayment would not be required.

5. Q. How is "applicable childcare provider" defined?

A. The childcare provider must have a valid tax ID or social security number. If the center cares for six or more dependents who are not residents, it must comply with all state and local licensing laws and applicable regulations. Childcare provided by the spouse, a child of the ASE under age 19, or someone else the ASE claims as a dependent for tax purposes is not reimbursable.

6. Q. If two ASEs are both eligible to claim the childcare reimbursement does that mean that the maximum total reimbursable per household is \$1,800 per annum?

A. No, the contract entitles each individual up to \$1,800 annually. However, the same childcare service for the same period can only be claimed once. Each ASE must submit a reimbursement form. For example, if the childcare cost was \$850 during the fall term, the first ASE could claim \$600 and the second could claim the additional \$250.

7. Q. Are ASEs eligible for reimbursement for Summer Session(s)?

A. Yes, but only if the ASE requesting reimbursement holds at least a 25% ASE appointment(s) in Summer Session(s) and was a registered student in the academic term prior to the applicable Summer Session(s) and in the term succeeding Summer Session(s).

8. Q. Who will be responsible for ensuring that allowable receipts for the Childcare Program are provided to the hiring department, when the ASE also participates in the Dependent Care Program?

A. The ASE is responsible for providing the proper documentation to the University's Dependent Care provider. Additionally, if the ASE is also eligible to receive the Childcare reimbursement, the ASE will be responsible for providing proper receipts of reasonable expenses to the hiring department. The ASE must certify that the expenses are only claimed once. Allowable receipts: The childcare provider must have a valid tax ID or social security number. If the center cares for six or more dependents who are not residents, it must comply with all state and local licensing laws and applicable regulations. Expenses incurred before the beginning of or after the end of an ASE's appointment are not eligible for reimbursement. Childcare provided by the spouse, a child of the ASE under age 19, or someone else the ASE claims as a dependent for tax purposes is not reimbursable.

9. Q. Can reimbursement be paid through payroll if the student employee has terminated?

A. Yes, reimbursement can be made as long as the employee remains in the Payroll/Personnel System – this is usually for at least 13 months after separation.

10. Q. Can a terminated employee receive an electronic deposit?

A. Generally, Direct Deposit is not cancelled until about one month after an employee is separated. If reimbursement is made within that period, the ASE will receive a direct deposit; otherwise, a paper check will be issued.

11. Q. How will the reimbursement be taxed?

A. The reimbursement will be subject to Federal tax withholding at 25% and State tax withholding at 6%. Defined Contribution Plan (DCP) and Medicare will be deducted if applicable. Reference: Federal Regulations 31.3403(g)-1.

12. Q. How is a 25% appointment defined for purposes of this program?

A. The ASE must be appointed, so that over the term of the appointment the aggregate appointment is at least 25%. Example 1: An ASE appointment in fall, winter or spring quarter is typically 25% time (10 hours per week) or more. Example 2: An ASE appointed for 50% time for one-half of the term would result in the average over the term being 25%. Example 3: An ASE appointed to two different 15% appointments in the same session would be eligible as the aggregate is 30%. Example 4: An ASE appointed to a 15% appointment in two different sessions would not be eligible for reimbursement.

Attachment 1 – Example of BXC Pay Transaction on the 'EDFT' Screen

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PPETFT0-E1064          Dept. Time Reporting          03/11/08 08:36:42
12/20/07 15:22:24      One Time Payment (EDFT)      Userid: PAYUSR1
ID: 000050049 Name: CODDLE,MOLLY      Emp Status: I
Pay End: 01/31/08 Check Date: 02/01/08 Pay Cycle: MO      Page 1 of 1
                                E T D                                W
                                R Y U                                PerEnd S
C Seq      LACFPS          C P C Ttl  DOS Amount  MMDDYY P
   00002   3 400100      2      2310 BXC 00300.00 123107

Next Func:      ID: 000050049 Name:      SSN:
Seq No:      Pay Cycle: MO Pay End: 013108
U0001 Input accepted
===>
F: 1-Help      2-Cancel      4-Print      5-Update
F:              9-Jump
```

Attachment 2 – One-Time Payment Authorization UPAY 564



PAYROLL / PERSONNEL
 ONE-TIME PAYROLL PAYMENT AUTHORIZATION
 UPAY564 (R8/97) R1138

1	EMPLOYEE ID NO.	9	EMPLOYEE NAME	DEPARTMENT	CAMPUS	PROCESSING
	010101510149		COODLE, MOLLY	L#5	DMIS	

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
SEQUENCE NUMBER	LOC	ACCOUNT	COST CENTER	FUND	PROJECT	SUB	C	T	D	TITLE	DESC	BY AGREEMENT	PAY PERIOD	W																																																																	
NUMBER							R	Y	U	CODE	SERV	AMOUNT	START	S																																																																	
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REASON: *TO REIMBURSE ASE FOR CHILD CARE EXPENSES INCURRED DURING THE FALL QUARTER OF 2007. RECEIPTS ON FILE.*

PAYING CAMPUS AND ACCOUNT IF OTHER THAN HOME CAMPUS: *REIMBURSEMENT PAID FROM DEPARTMENT FUNDS*

- DESCRIPTION OF SERVICE CODES
- UNX - UNIVERSITY EXTENSION
- CNS - CONSULTING
- HON - HONORARIUM
- ADL - ADDITIONAL COMPENSATION
- BYA - BY AGREEMENT
- BYL - BY AGREEMENT (LEAVE BENEFITS)
- SPA - SPECIAL PERFORMANCE AWARD

REIM - ACCOUNTING - 5 YRS SUBJECT TO CONTRACT AND GRANT REQUIREMENTS
 OTHER CODES - 5 YRS

I HEREBY CERTIFY THAT THE "BY AGREEMENT" AMOUNT INDICATED IS IN ORDER FOR PAYMENT.	DATE
APPROVED BY	DATE
PERSONNEL OFFICER	DATE
ADDITIONAL AUTHORIZATION	DATE
	DATE