

Additional Compensation Workshop

April 18, 2024

Agenda

- Outside Activities
- One-time Additional Pay and Intercampus Payments
- Release to Grant
- Summer Salary
- UCPath Procedure
- Best Practices

Activities outside UC

- APM 025, RB I-29, Conflict of Commitment and Outside Prof. Activities
- All Senate and Adjunct faculty $\geq 50\%$ must report, whether compensated or uncompensated
- 39 day limit for Categories I and II during academic year
 - 1 day/week during summer when drawing summer salary through UCSB
- Categories:
 - I: Appear to be conflict; Prior approval required. Must report
 - II: Unlikely to be a conflict. Must report
 - III: No conflict. Allowed, not reported
- Not additional compensation
- Reported in OATS (Online Activity Tracking System) - check your filters!

Outside Professional Activities – updates to Category I

- Updates to APM 025 and RB I-29 (Category I definitions)
 - current or pending acceptance of an honorary, visiting, adjunct, or other institutional appointment (either compensated or uncompensated) at an outside institution
 - participation in or application to talent recruitment programs sponsored by a government agency of a nation other than the United States
 - Teaching, research, or administration of a grant at an educational institution, trust, organization, government agency, foundation, or other entity outside of the University
 - Employment outside of the University
 - Assuming an executive or managerial position in a for-profit or not-for-profit business
 - Assuming a founding or a co-founding role of a company
 - Other professional activity that common sense and good judgment would indicate are likely to raise issues of conflict of commitment.

Faculty Consultant Payments

- For occasional consulting or participation in projects that do not fall within the normal duties of the individual
- Rate is negotiated, based on daily rate + 30%
- # of days = Negotiated amount \div (daily rate+30%)
- Only faculty (Senate and Unit 18) are eligible
- Pay during summer counts towards 3/9ths summer salary max

Honorarium

- Any academic employee eligible, for:
 - Work related to University-sponsored conferences/panels
 - Occasional lectures/seminars beyond normal job responsibilities
 - Creative work unrelated to primary job responsibilities
- Restrictions:
 - May not be paid using State (19900) funds
 - Max \$2500 per event (up to \$5000 by exception)
 - Total HON payments may not exceed 10% of the annual base salary
- Pay during summer counts towards 3/9ths summer salary max

One-Time Additional Pay – UC Path Request

- UC Path Certification & Input Request form on AP Folio
 - User Guide available on the Cert Form landing page
 - For UCSB employees only (for Intercampus Payments - use appropriate forms OTP/MLA)
- Begin & End Dates:
 - Honorarium: reflect when work was actually performed
 - Faculty Consultant: in accordance with # of days as computed by daily rate
 - Housing Allowance: MO pay period, but include date/pay cycle pay should be disbursed
- Fund Source:
 - Ensure accurate entry & appropriate for pay type
- Comments:
 - Justification/explanation of work done
 - Any additional/background information pertinent to the request
- Observe AP's payroll submission deadline

UCPath Certification Request Example

Action

One-Time Additional Pay

Recruitment Allowance

Faculty Consultant

Honoraria

Extension or Executive Program Compensation

Other

Dollar Amount:

1000.00

Start Date:

08/05/2021



End Date:

08/07/2021



Fund Source:

0 166021 19900 0

Comments:

Professor Danvers of FRIT will work with the History department to translate historical documents from French to English.


Timing of Payment:

- One Time Payment requests in the UCPath Cert are audited by the Policy Analyst prior to any action taken in UCPath.
- Requests submitted close to the current payroll OTP deadline will likely be paid out on the *following* month's on-cycle payroll process.

Other Additional Compensation during AY

- **University Extension (PaCE) Teaching**
 - During AY: counts toward 39-day limit
 - During summer: counts toward 3/9 maximum
 - Payroll information is provided by Extension and uploaded by BFS Payroll
- **Administrative Stipends**
 - Department Chairs/Unit Directors - approved annually by EVC or VCR
 - Position Funding managed by the department
 - Recurring Additional Pay input managed centrally by AP
 - Depts can verify STP information in Self Service Transaction Links>Additional Pay link
 - Refer to Academic Stipends in UCPATH job aid for detailed information
- **Faculty Recruitment (aka Housing) Allowance**
- **Chancellor's Initiative for Assistant Professor Infant Care**

Intercampus Payments

- A UC employee performs work on another UC campus
- Two types of payments/appointments:
 - One-Time Payment (OTP) for short-term events/activities
 - e.g. one-time lectures, creative work, or occasional consultant services
 - Multi-Location Appointment (MLA), for ongoing activity
 - e.g. teaching a class for a quarter
- Payments during the summer count toward the 3/9th limit
- All forms **MUST** route through AP office! 
- Fillable form on AP website under 'Forms': <https://ap.ucsb.edu/forms/>

Intercampus Payment Forms – where do they go?

If UCSB is the HOST Campus:




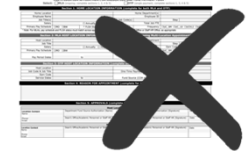
If UCSB is the HOME Campus:




What is your responsibility as a department?

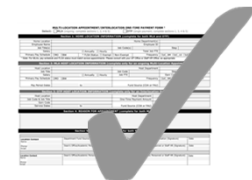
- **If UCSB is the Home Campus** (you're contacted by someone at another UC who wants to hire/pay one of your employees):

- Provide your employee's home campus information (e.g. salary)
- Do NOT route any forms to anyone! 



- **If UCSB is the Host Campus** (you want to hire or pay another UC employee to perform a service for your department)

- Download and fill out the intercampus form
 - Will require coordinating separately with your counterpart at the home campus to get employee details
- Obtain fund source authorization signature
- Do NOT sign anywhere else on the form! 
- Send the form AP



Intercampus Form

MULTI-LOCATION APPOINTMENT/INTERLOCATION ONE-TIME PAYMENT FORM ¹

Select: MLA (ongoing; complete sections 1, 2, 4 & 5) OTP (single payment; complete sections 1, 3, 4 & 5)

Section 1: HOME LOCATION INFORMATION (complete for both MLA and OTP)

Home Location	Home Department(s)		
Employee Name	Employee ID		
Job Title(s)	Job Code(s)	Step	
Salary	<input type="checkbox"/> Annually <input type="checkbox"/> Hourly	Total Job FTE	
Primary Pay Schedule	<input type="checkbox"/> MO <input type="checkbox"/> BW	* FLSA Status: <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Frequency <input type="checkbox"/> UC_9M <input type="checkbox"/> UC_10 <input type="checkbox"/> UC912 <input type="checkbox"/> UC_FY

* Note: For MLAs, pay schedule and FLSA status must match across appointments. Please consult with your AP Office or Staff HR Office, as appropriate.

Section 2: MLA HOST LOCATION INFORMATION (complete only for an ongoing Multi-Location Appointment)

Host Location	Host Department		
Job Title	Job Code	Step	
Salary	Job FTE	Earn Code	
Primary Pay Schedule	<input type="checkbox"/> MO <input type="checkbox"/> BW	Frequency <input type="checkbox"/> UC_9M <input type="checkbox"/> UC_10 <input type="checkbox"/> UC912 <input type="checkbox"/> UC_FY	
Pay Period Dates	to	Fund Source (COA or FAU)	

Section 3: OTP HOST LOCATION INFORMATION (complete only for an Interlocation One-Time Payment)

Host Location	Host Department		
Job Code & Job Title	One-Time Payment Amount		
Earn Code			
Service Dates	to	Fund Source (COA or FAU)	

Section 4: REASON FOR APPOINTMENT (complete for both MLA and OTP)

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Section 5: APPROVALS (complete for both MLA and OTP)

Host Location			
Location Contact Name:	Department Fund Source Authorization (Name)	Department Fund Source Authorization (Signature)	Date
Phone/ Email:	Dean's Office/Academic Personnel or Staff HR (Name)	Dean's Office/Academic Personnel or Staff HR (Signature)	Date
Home Location			
Location Contact Name:	Dean's Office/Academic Personnel or Staff HR (Name)	Dean's Office/Academic Personnel or Staff HR (Signature)	Date
Phone/ Email:			

Required Sections

- All submissions:
 - Section 1 (Home Campus information)
 - Section 4 (Explanation for appointment/payment)
 - Section 5 (Staff contact info and campus central office approval signatures)
- MLAs:
 - Section 2
- OTPs:
 - Section 3

Key Information Required

- Employee's complete *home* appointment information (may be multiple jobs- be sure to include all of them)
 - Start with Person Org Summary in UCPath
 - Obtain remaining info from your counterpart at the home campus
- One-time payment section requires:
 - Job Code, Event Date, Flat Rate \$ Amount to be paid, Earn Code, Funding Information
- Multi-campus appt section requires:
 - Job Code, Pay Basis, FTE, Salary Rate, Earn Code, Dates, Funding Information
- Justification for payment or appointment
 - Include *detailed* description of work being performed, in the free-form justification section
 - It is helpful to include supporting documentation, e.g. flyer for the talk

Key Information Required– cont'd

- Section 5:
 - Home Location contact information!
- Fund Source authorization signature
 - Typically department MSO, Chair, financial manager, etc...

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MULTI-LOCATION APPOINTMENT/INTERLOCATION ONE-TIME PAYMENT FORM ¹

Select: MLA (ongoing; complete sections 1, 2, 4 & 5) OTP (single payment; complete sections 1, 3, 4 & 5)

Section 1: HOME LOCATION INFORMATION (complete for both MLA and OTP)

Home Location	UC Riverside	Home Department(s)	Computer Science
Employee Name	Clint Barton	Employee ID	10000000
Job Title(s)	Professor	Job Code(s)	1100 Step 5
Salary	\$ 184,200.00 <input checked="" type="checkbox"/> Annually <input type="checkbox"/> Hourly	Total Job FTE	100%
Primary Pay Schedule	<input checked="" type="checkbox"/> MO <input type="checkbox"/> BW	* FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Frequency <input type="checkbox"/> UC_9M <input type="checkbox"/> UC_10 <input checked="" type="checkbox"/> UC912 <input type="checkbox"/> UC_FY

* Note: For MLAs, pay schedule and FLSA status must match across appointments. Please consult with your AP Office or Staff HR Office, as appropriate.

Section 2: MLA HOST LOCATION INFORMATION (complete only for an ongoing Multi-Location Appointment)

Host Location		Host Department	
Job Title		Job Code	Step
Salary	<input type="checkbox"/> Annually <input type="checkbox"/> Hourly	Job FTE	Earn Code
Primary Pay Schedule	<input type="checkbox"/> MO <input type="checkbox"/> BW	Frequency	<input type="checkbox"/> UC_9M <input type="checkbox"/> UC_10 <input type="checkbox"/> UC912 <input type="checkbox"/> UC_FY
Pay Period Dates	to	Fund Source (COA or FAU)	

Section 3: OTP HOST LOCATION INFORMATION (complete only for an Interlocation One-Time Payment)

Host Location	UC Santa Barbara	Host Department	Graduate Division
Job Code & Job Title	1650 - Guest Lecturer	One-Time Payment Amount	\$ 650.00
Earn Code	HON	Fund Source (COA or FAU)	8-444123-18086-2, SSR Fund
Service Dates	Jan 15, 2023 to Jan 15, 2023		

Section 4: REASON FOR APPOINTMENT (complete for both MLA and OTP)

Professor Barton provided a talk titled "Archery with Precision" as part of Grad Div's annual SHIELD Lecture Series workshop (see attached event flyer). This workshop is open to all UCSB graduate students and interested community members.

Section 5: APPROVALS (complete for both MLA and OTP)

Host Location			
Location Contact Name: Annabel Analyst Phone/ 805-893-1234 Email: annabel@graddiv.ucsb.edu	Department Fund Source Authorization (Name)	Department Fund Source Authorization (Signature)	Date
	Phil Coulson, Grad Div Chair	<i>Phil Coulson</i>	01/25/2023
	Dean's Office/Academic Personnel or Staff HR (Name)	Dean's Office/Academic Personnel or Staff HR (Signature)	Date
Home Location			
Location Contact Name: Stewart Staff Phone/ 951-827-5639 Email: stewart@cs.ucr.edu	Dean's Office/Academic Personnel or Staff HR (Name)	Dean's Office/Academic Personnel or Staff HR (Signature)	Date

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MULTI-LOCATION APPOINTMENT/INTERLOCATION ONE-TIME PAYMENT FORM ¹

Select: MLA (ongoing; complete sections 1, 2, 4 & 5) OTP (single payment; complete sections 1, 3, 4 & 5)

Section 1: HOME LOCATION INFORMATION (complete for both MLA and OTP)

Home Location	UCLA	Home Department(s)	Electrical & Computer Engineering
Employee Name	Wanda Maximoff	Employee ID	12345678
Job Title(s)	Lecturer-AY, Academic Coordinator II-FY	Job Code(s)	1630, 0843 Step 17, 2
Salary	\$ 103,229.00 <input checked="" type="checkbox"/> Annually <input type="checkbox"/> Hourly	Total Job FTE	58%
Primary Pay Schedule	<input checked="" type="checkbox"/> MO <input type="checkbox"/> BW	* FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Frequency <input type="checkbox"/> UC_9M <input type="checkbox"/> UC_10 <input checked="" type="checkbox"/> UC912 <input checked="" type="checkbox"/> UC_FY

* Note: For MLAs, pay schedule and FLSA status must match across appointments. Please consult with your AP Office or Staff HR Office, as appropriate.

Section 2: MLA HOST LOCATION INFORMATION (complete only for an ongoing Multi-Location Appointment)

Host Location	UC Santa Barbara	Host Department	Computer Science
Job Title	Lecturer-1/9	Job Code	1632 Step 19
Salary	\$ 109,516.00 <input checked="" type="checkbox"/> Annually <input type="checkbox"/> Hourly	Job FTE	33.33% Earn Code REG
Primary Pay Schedule	<input checked="" type="checkbox"/> MO <input type="checkbox"/> BW	Frequency	<input checked="" type="checkbox"/> UC_9M <input type="checkbox"/> UC_10 <input type="checkbox"/> UC912 <input type="checkbox"/> UC_FY
Pay Period Dates	04/01/2023 to 06/30/2023	Fund Source (COA or FAU)	8-444123-19900-0

Section 3: OTP HOST LOCATION INFORMATION (complete only for an Interlocation One-Time Payment)

Host Location		Host Department	
Job Code & Job Title		One-Time Payment Amount	
Earn Code			
Service Dates	to	Fund Source (COA or FAU)	

Section 4: REASON FOR APPOINTMENT (complete for both MLA and OTP)

Dr. Maximoff will be teaching CS 101 at UCSB during Spring 2023. See attached appointment paperwork.

Section 5: APPROVALS (complete for both MLA and OTP)

Host Location			
Location Contact Name: Annabel Analyst Phone/ 805-893-1234 Email: annabel@cs.ucsb.edu	Department Fund Source Authorization (Name)	Department Fund Source Authorization (Signature)	Date
	Nicholas J. Fury	<i>Nick Fury</i>	Jan 28, 2023
	Dean's Office/Academic Personnel or Staff HR (Name)	Dean's Office/Academic Personnel or Staff HR (Signature)	Date
Home Location			
Location Contact Name: Stewart Staff Phone/ 310-827-5639 Email: stewart@ece.ucla.edu	Dean's Office/Academic Personnel or Staff HR (Name)	Dean's Office/Academic Personnel or Staff HR (Signature)	Date

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Job Codes and Earn Codes for Intercampus OTP/MLA

- One time lecture/talk/presentation at a University-sponsored workshop:
 - Job code/title: 1650/Guest Lecturer
 - Earn code: HON
- Other miscellaneous work unrelated to the primary duties (e.g. serving on PRP committee)
 - Job code/title: 3999/Miscellaneous
 - Earn code: HON
- Faculty Consulting work
 - Job code/title: 3700/Faculty Consultant
 - Earn code: FCA
- MLAs: remember that FLSA/pay basis must match between home and host campus appointments!

Extramurally Funded Research during AY

- RB VI-14
- Senate Faculty only
- **Release to grant:** grant funds used in place of a portion, or all, of the regular state funded salary for a limited amount of time
 - **Course buy-out:** a specific type of release-to-grant
 - % time corresponds to the faculty member's teaching load reduced, and pay period corresponds to quarter being bought out
- NOT additional compensation!
- Contact Dean's office for approval/proper procedure

Extramurally Funded Research– payroll matters

- **What if the release to grant comprises $\leq 50\%$?**
 - e.g. 75% on state funds; 25% on grant funds
- **Implement as fund split on main professorial position:**
 - Overall professorial FTE remains 100%
 - Funding split on this position
 - If external funds are being administered outside of the home department (where the professorial appointment resides), must coordinate with funding unit, as only the home dept has access to professorial position elements
- **Sabbatical credit continues to be accrued**
- **See RTG Job aid:**
<https://ap.ucsb.edu/resources.for.department.analysts/ucpath/course.buyout.pdf>

Extramurally Funded Research– payroll matters

- **What if the release to grant comprises > 50%?**
 - e.g. 40% on state funds; 60% on grant funds
- Grant-funded portion must be under corresponding Researcher title (see next slide)
 - Must reduce faculty title % time accordingly
 - Pay basis remains at 9/12
- Sabbatical credit is *not* accrued
- See RTG Job Aid:
<https://ap.ucsb.edu/resources.for.department.analysts/ucpath/course.buyout.pdf>

Extramurally Funded Research– payroll matters

- Positions to be created when release to grant portion > 50%:

Underlying Faculty Title	Release to Grant Title	General Job Code	B/E/E Job Code
Assistant Professor / LPSOE	Assistant Researcher-AY	3223	1985
Associate Professor / LSOE	Associate Researcher-AY	3213	1983
(Full) Professor / Sr. LSOE	Researcher-AY	3203	1981

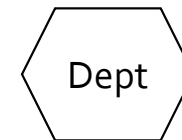
Release to Grant/Course Buyout (UC Path request)

- *Do the below only if release > 50% of appointment*
- First obtain approval from your Dean's office
- UC Path Certification & Input Request form on AP Folio
 - “Release to Grant” section
 - Job Code: corresponding Researcher title code (previous slide)
 - Start/End dates: correspond to 9/12 pay period if course buyout
 - If not course buyout: dates correspond to release dates prescribed by grant
- Recommended: funding unit initiates the request
- Be aware: this process can take time to fulfill!

<https://ap.ucsb.edu/resources.for.department.analysts/ucpath/course.buyout.pdf>

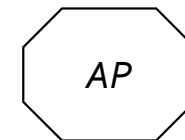
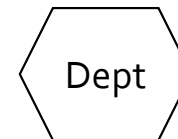
Release to Grant Example #1 (fund split)

- Professor Barnes wants release to extramural grant funds
- He does this as course buyout for Fall- this is approved by the Dean
- Department standard teaching load = 4 courses/year, so one course corresponds to 37.5% of his salary
- For Fall quarter (7/1 - 10/31), on the Professor position:
 - 62.5% of position funded on state funds
 - 37.5% of position funded on external funds
- Return to 100% funding on state funds for Winter quarter and beyond



Release to Grant Example #2 (dual position)

- Professor Potts is a Full Professor in Mechanical Engineering who has received a DoD contract that requires her to commit at least 60% effort on the project for a set period of time
- This grant is administered through ICB
- ICB submits the UCPATH Cert Form request
- For that period of time:
 - *Reduce Professorial appointment to 40%*
 - *Add 9/12 Researcher appointment at 60%*
- *Return Professorial appointment to 100% thereafter*
 - Also don't forget to terminate the Researcher appointment



Form Example

Release To Grant

Start Date:

05/02/2022



End Date:

07/29/2022



Department for Release Position:

ICBT - Institute for Collaborative Biotec

Job Code for Release Position:

1981

Percent Time / FTE of Release:

60%

Comments:

Release to grant to work on Ross DoD award

Timeline Considerations for RTG > 50%

- 1) AP creates Researcher position & emails position# to department
- 2) Department:
 - a) Ensures position attributes are correct
 - b) Funds position
 - c) Initiates Concurrent Hire into the new Researcher position
- 3) AP approves the Concurrent Hire; routes to UCPC for fulfillment
- 4) Upon fulfillment of hire by UCPC, AP reduces Professorial appointment
- 6) Department follows up on pay actions, as needed:
 - Overpayment if the Faculty position FTE decrease is past the payroll deadline
 - Missed pay if the Researcher hire transaction is fulfilled past the payroll deadline

**note - coordinate over/missed pay actions with BFS to reduce impacts to employee.*

Other Release to Grant Considerations

- Potential for different CBR because of different position (different rate for Professor vs “other academic” [Researcher])
- Potential for sick/vacation accrual, depending on the length and FTE of Researcher position
- Funding agencies may have limitations on ability to do salary cost transfer if RTG is processed too late
- If both home department and funding unit prefer to use dual-position method regardless of % release, this is okay, too!
 - But remember: you *cannot* use the fund-split method if the release > 50%, you *must* use the dual-position method in that case

Additional Compensation During the Summer

- General Info
- Summer Salary Scenarios
- Other Considerations
- UCPath Procedure
- Strategies and Best Practices

Available Dates for 2023 Summer Salary

Pay Dates	Service Dates	Max Days	Max % time
June 1 - 30	June 17-30	10	0.5263
July 1 - 31	July 1-31	21	1.1053
Aug 1-31	Aug 1-31	23	1.2105
Sep 1 - 30	Sep 1-23	16	0.8421

<https://ap.ucsb.edu/compensation.and.benefits/summer.additional.compensation.dates.pdf>

Available Dates for 2024 Summer Salary

Pay Dates	Service Dates	Max Days	Max % Time
Jun 1-30	Jun 15-30	10	0.5263
Jul 1-31	Jul 1-31	23	1.2105
Aug 1-31	Aug 1-31	22	1.1579
Sep 1-30	Sep 1-21	15	0.7895

<https://ap.ucsb.edu/compensation.and.benefits/summer.additional.compensation.dates.pdf>

Earn Codes for Summer Salary

- ACR - research
- ADC - Senate Awards
- ACS/ASN - teaching (input by Summer Sessions)
- Other codes? Consult AP office

Additional Compensation for other types of employees

- Must have active employment on which to put *additional* compensation
- Unit 18 Lecturers
 - May earn summer comp only if they are appointed on 9/12 pay basis
 - Cannot receive add'l comp while on SWB!
 - During the academic year: only if work falls outside normal duties (e.g. criteria for FCA, HON), otherwise, must be paid as IWC
- WOS employees (e.g. Adjunct, Visiting) CANNOT earn summer salary
- Retiree? Simple recall at any time (no concept of “summer salary”)
- AY employees < 100%? Pro-rated amounts

Summer Salary Scenarios

- 19 days (full 1/9th)
- More than 19 days in a given month
- Less than 19 days in a given month
- Flat rate dollar amount

Summer Salary Scenarios – payroll

- 1/9th payment (19 days) in August:
 - Job runs 8/1 - 8/31 @ 100% time
 - Service period is 19 days, track exact dates offline
- More than 1/9th (23 days) in July:
 - 23 days ÷ 19 days = 1.2105
 - Can't have a job > 100% !
 - Two separate jobs (unique position # for each one):
 - Both jobs run 7/1 - 7/31
 - One at 100%
 - Another one at 21.05%
 - *(or any other combination adding up to 1.2105)*

Summer Salary Scenarios – payroll, cont'd

- Less than 1/9th (10 days) in September:
 - 10 days ÷ 19 days = 0.5263
 - Job runs 9/1 - 9/30 @ **52.63%** time
 - Service period is 10 days, track exact dates offline
- Flat rate of \$5000 paid in June:
 - Faculty member's 1/9 rate is \$14,000
 - $\$5000 \div \$14,000 = 0.3571$
 - Refer to 19-day chart: closest value is 0.3684 (**7 days**)
 - Payroll: job runs 6/1 - 6/30 @ **35.71 %**
 - Internal/offline records: track the 7 days of effort for future audit purposes

NIH Cap Restrictions

- Currently monthly max: **\$18,491.67** (as of Jan 1, 2024)
- Only affects faculty who earn more than **\$166,425** ($\$18,491.67 \times 9$) annually
- Can you fill in the “gap” between their salary and the NIH cap?
 - Only with *unrestricted, non-State* funds
 - May NOT use State General Funds or other contract & grant funds
 - See APM 667 and UCOP Research and Technology Transfer Memos
- Additional information available in relevant job aids

Summer Research Comp + Summer Teaching

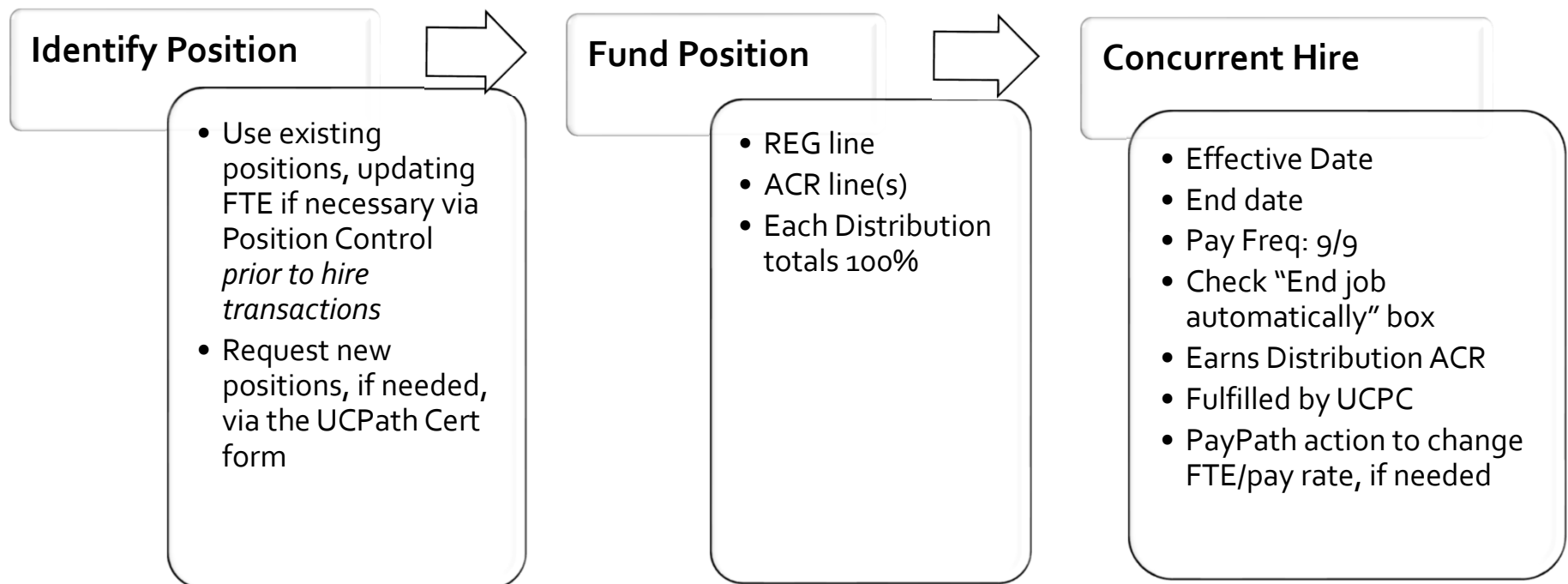
- Professor Coulson is teaching during this Summer:
 - Session B term runs Aug 5 - Sep 13
 - Total payment is \$10,700
 - Summer Sessions tells you this work comprises 25% effort
- Restrictions:
 - \$10,700 counts towards the maximum 3/9ths \$ amount allowed for summer
 - e.g. if 3/9ths of his salary is \$42,000, then he can only take up to \$31,300 in summer research salary this year
 - During 8/5 - 9/13, Prof. Coulson may only put up to 75% effort on other grants

Merits and Promotions effective July 1

- All June summer salary can be input as soon as possible, as normal
- If 7/1 MP action has already been finalized (or no MP action pending):
 - July-Sep summer salary can also be input as soon as possible
- If 7/1 MP action is currently still pending:
 - Try to wait until case is finalized before inputting July-Sep summer salary
- Summer salary already in UC Path prior to 7/1 and then merited?
 - Must manually adjust the comp rate for July/Aug/Sep summer salary
 - Potentially also FTE, e.g. for flat rate payments


UC Path Procedure

- Summer Salary transactions are managed by Departments



UC Path Procedure – Overview

SUMMER RESEARCH ADDITIONAL COMPENSATION TOOLKIT:

- [Summer Salary Action Steps](#) 
- [Transaction Decision Matrix](#) 
- [Summer Salary Funding Entry](#) 
- [Summer Salary Position/Hiring Job Aid](#) 
- [Summer Salary PayPath Job Aid](#) 
- [Salary Cap - Filling the Gap](#) 
- [Salary Cap - Not Filling the Gap](#) 

Detailed resources available on the AP Website:

Resources for Department Analysts > UCPath

Summer Salary Action Steps

Lists steps & provides links to all resources available for that step

Step	Action Type	Actions	UCPath Component	UCPC Resources
1	Position	Review existing positions; identify position numbers to use; identify position updates needed.	Vacant Budgeted Positions	View Vacant Budget
		Update positions; increase/decrease FTE; validate all other position data points.	Add/Update Position	View Position Inform
		Request new positions, if needed.	Position Control Request	Initiate Update Vaca
			AP Folio UCPath Certification	
2	Funding	Review existing position funding; identify funding entry/updates needed.	Funding Entry Inquiry	View Funding Entry
		Enter/update funding as needed.	Funding Entry	Submit New Positior
		Enter funding in MCOP, if fund source has Salary Cap: *Fund sources with Salary Cap require Hire be fulfilled and Job Record active before the Worksheet link is available on the Funding Entry page	Funding Entry: Salary Cap/MCOP Funding Worksheet	Submit New Positior

Position

- Review existing positions
 - Identify positions & attributes in Vacant Budgeted Positions or Data Warehouse report
 - Request new positions (AP Folio UCPath Cert) if needed
- Update position attributes via Position Control
 - Best Practice - use a date in advance of the start of the summer salary (*e.g 5/15 for a 6/1 Hire*)
 - Update FTE and validate/correct all other position attributes as needed
 - If position is to be used for multiple months, can only set up the 1st month via Position Control
 - Future months set up occurs via PayPath once employee record is active
 - Reminder: effective dates on Positions can only be used once - corrections need to be submitted to UCPC via a Case; Best Practice - use an earlier date for Position Control actions
 - (*e.g. update a position for a 6/1/22 Hire, use 5/1/22 effective date for the position change - this allows you to make additional updates if something changes, or new corrections are identified*)
 - Route to AP for approval

Resource - Summer Salary Position & Hiring Job Aid:
<https://ap.ucsb.edu/resources.for.department.analysts/ucpath/Summer.Salary.Position.Hiring.Job.Aid.pdf>

Funding

- Enter an REG line (blank earn code) with account string & 100% Dist.
- Add (+) ACR line(s) with account string information
 - Total Distribution Percent across all lines equal to 100% (one line = 100; two lines = 50/50)
 - Since summer salary is all paid out under ACR earn code, this is the fund the payment will issue from
- Funding entry can be input prior to initiating the hire transaction
 - **Exception:** if fund is capped (NIH) - the link to the required MCOP worksheet will not appear within the Funding Entry component until after the incumbent is hired into the position

Resource - Summer Salary Funding Entry:

<https://ap.ucsb.edu/resources.for.department.analysts/ucpath/Summer.Salary.Funding.Entry.pdf>

Funding (not including Capped funds)

New Window | Help

Funding Entry Inquiry

Set ID: SBCMP Department:
 Fiscal Year: 2019 Budget Begin Date: 07/01/2018 Budget End Date: 06/30/2019

Level
 Department Position Pool Position
 Position Number: 40126827 RES-AY-1/9 Pool ID: Date Updated: 10/05/2018

Job Data Snapshot Personalize | Find | First 1 of 1 Last

Job details 1 Job details 2

Name	Empl ID	Empl Rcd	Effective Date	Eff Seq	Department	Job Code	Job Code Descr	Payroll Status	Expected Job End Date	e-Verify
1		0		0						<input type="checkbox"/>

Funding Effective Date: 08/01/2018 Eff Seq: 0 Status: Active

Earnings Distribution Personalize | Find | First 1-2 of 2 Last

Ern Cd	Seq #	Combo Code	Location	Sub/Object	Account	FS Dept	Fund	Dept Project	Sub Override	GL Bus Unit	Dept Cost Type	Dept CostCenter	WorkStudy Cd	OTC Indicator	Funding End Date	Pay Dist %
1 ACR	1	000064278	8	010000	40000	1000	0000		02	SBFIN					08/31/2018	100.000
2	2	000064278	8	010000	40000	1000	0000		02	SBFIN						100.000

Budget Distribution Details

ACR line(s):

- can have more than one entry
- total Distribution of all ACR must equal 100%

“Blank” Ern Cd line is the REG entry

Capped Funds – Above the Cap Funding Entry Instructions

- If compensation falls below the NIH Cap, follow the general instructions provided in previous slides & corresponding reference documents
 - Use faculty member’s ACTUAL salary, not NIH cap
- If compensation falls above the NIH Cap:
 - Options:
 - Fill the gap between NIH cap and faculty’s actual salary
 - Leave the gap as-is - faculty only receives pay up to the Cap
 - Refer to the Job Aids (listed in next slide) for step-by-step instructions

Remember: the Hire must be processed BEFORE funding entry - the MCOP Worksheet link will not appear in the Funding Entry screen until the employee record is active in UCPath

Capped Funds: Salary is above the Cap – Job Aids

Job Aid	Funding Entry	PayPath Action
<u>Filling the Gap</u>	Enter fund information into <i>Salary Cap/ MCOP Funding Worksheet</i>	No Action
https://ap.ucsb.edu/resources.for.department.analysts/ucpath/Salary.Cap.Filling.the.Gap.Job.Aid.pdf		
<u>Not Filling the Gap</u>	Enter fund information into <i>Salary Cap/ MCOP Funding Worksheet</i>	Add GAP Earn Code and % and reduce ACR % (JED)
https://ap.ucsb.edu/resources.for.department.analysts/ucpath/Salary.Cap.NOT.Filling.the.Gap.Job.Aid.pdf		

Hire Template – Concurrent versus Rehire

The **Concurrent Hire** or **Rehire** template may be used, depending on the circumstance:

- **Academic Concurrent Hire** template, with Academic Concurrent Hire Reason Code:
 - Creates a *new* Employee Record Number
 - **MUST** be used when the employee **DOES NOT** have an existing inactive job record in your Dept.
 - **MAY** be used in lieu of the Rehire template, *however*, this will **ADD** new employee record #'s
- **Rehire Academic** template, with Academic Concurrent Hire Reason Code:
 - Uses an *existing* Employee Record Number (*stacks new appointment on previous record*)
 - **SHOULD** be used **IF** the employee has an existing inactive job record in your Dept. in UCPath
 - Requires initiator to select the Employee Record Number to be used in the Rehire Template prior to being able to submit transaction for approval
 - *Note: Last year this template generated an email prompting the employee to review benefits - per UCPC, this has been resolved and should no longer occur. If it does occur, the employee can just review current enrollments to confirm no changes occurred - if issues are identified, create a Case with UCPC.*
- Departments are responsible for reviewing the employee's *Person Org Summary*, understanding the implications, and determining the best practice for their Dept.

Reference - Summer Salary Position/Hiring Job Aid:

<https://ap.ucsb.edu/resources.for.department.analysts/ucpath/Summer.Salary.Position.Hiring.Job.Aid.pdf>

Hire Template

Job Compensation - Pay Components				Personalize Find View All [?]
Comp Rate Code	Compensation Rate	Compensation Frequency	Rate Code Sour	
1 UCANNL	70200.000000	A	Salary Step	
2 UCOFF1	25200.000000	A	Manual	

1. Pay Components should match the Professorial position.

2. JED information MUST be on the Hire transaction:

- Earnings Distribution = “By Percent”
- Earnings Code = “ACR”
- Percent Distribution = 100%

Personal Data	Job Data	Earns Dist	Addl Pay
Employee Information			
Job Earnings Distribution Type			
Earnings Distribution Type	By Percent	Aggregate Comp Rate	10600.000000
Job Earnings Distribution			
Personalize Find View All [?] [?] First 1 of 1 Last			
Earnings Code	Compensation Rate	Percent of Distribution	
1 ACR		100.000000	+ -

Work Location - Expected Job End Date
Expected Job End Date 06/30/2021 [?] <input checked="" type="checkbox"/> End Job Automatically

3. Include the Expected Job End Date & End Job Automatically checkbox.

Job Data and PayPath

- Department validates attributes in Job Data- (FTE, JED, pay components, etc.)
 - If corrections are needed, department initiates PayPath action and/or UCPC Case, as needed
- Department updates Position and Job Data attributes via PayPath (or Case if needed)
 - E.g. FTE changes for future months, M&P increases, JED corrections, etc.
 - AP-Path approves: confirms data elements are input; does not validate attributes are correct
- Be aware of retroactive actions
 - If pay has been issued on the record, the retro-module:
 - *Will* pick up and pay salary increases on the next on-cycle check
 - *Will not* pick up FTE changes - department must initiate missed/over pay via BFS ServiceNow
 - Changes **must** be in Job Data before corrections to pay can be processed by BFS
 - If future dated rows exist in Job Data, retroactive changes may overwrite future data points erroneously
 - Review Job Data to determine corrective action (PayPath or Case)
 - Pay attention to timing - this may lead to over/missed pay requiring additional action

When do I need to initiate a Case with UCPC?

- To update the FTE on a record where the “date is taken” (e.g. FTE was updated on that date based on original summer salary calculations; now the faculty increased the number of days they want to receive pay in that month which requires an FTE update on that same date.)
- When a record is inactive - (e.g. In September you retroactively hire Prof. Jones to receive summer salary for July and August and set the record to auto-terminate so pay does not issue in September; then the FTE for the August summer payment needs to be updated, but the record is inactive.)

Best Practices: Summer Research Salary in UCPath

- Use the same Positions and Employee Record Numbers with the same faculty each year - this allows you to view the history of summer salary each year on the same record (stacks records)
- Update position FTE via Position Control with an advanced date - leave room for corrections (e.g. Update the position effective 5/15 for a 6/1 Hire)
- Fund the position before initiating the Hire transaction
 - (Exception: Salary Cap / MCOP Funding worksheet is not available until **AFTER** the incumbent is hired into the position)
- Pay attention to Payroll deadlines and timing of actions
 - Process in time for pay deadlines whenever possible
 - Identify when missed pay/over pay needs to be initiated with BFS
- Paychecks can be reviewed in advance on Pay Confirm days - refer to Payroll Calendar and be proactive when possible

Other General Strategies and Best Practices

- Consult commitment sheet for startup 1/9ths exact amounts
- Advise faculty to consult with their tax advisor if they are concerned about the withholding amounts over the summer
- AP will not validate your calculations, so be sure they are correct
- Remember that a day can only be used *once*
- Check the “End job automatically” box!
- No such thing as “summer salary” for retirees- it’s just a Recall appointment and can be paid any time during the year!
- Coordination when multiple departments/units are involved
 - Ensure maximum values (e.g. not re-using a day, \$ amount max) are not exceeded
- Post-audit job record in UCPath to fix any potential issues *prior* to pay

Other Resources

- Academic Personnel website
 - <https://ap.ucsb.edu/>
- Red Binder
 - Sections VI 10-17
- APM 600
- UCPath:
 - UCPath Cert Instructions (under Actions within the AP Folio Cert & Input Request form)
 - Summer Research Additional Compensation Toolkit (<https://ap.ucsb.edu/resources.for.department.analysts/ucpath/>)

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