

June 24, 2019

To: Departmental Business Officers, Academic Personnel Analysts, and UCPATH initiators (via SBADM-L)

From: Cindy Doherty, Academic Personnel Director

Re: Faculty Summer Research Salary UCPATH update

As noted during our campus training session on processing of faculty summer research salary, instructions from the UCPATH center continue to evolve and change. Please review the following information, which differs from the previous process that the campus had been instructed to follow.

The UCPATH Center is now requiring the JED information be included on Summer Salary Concurrent Hire Template transactions.

- For actions that have already been submitted as of today's date, the JED information will be taken care of for you.
- For new actions submitted after Monday, 6/24/19, please include the following information on the Earns Dist tab:
 - Earnings Distribution Type = By Percent
 - Earnings Code = ACR
 - Percent of Distribution = 100%

The screenshot shows the 'Earns Dist' tab in the UCPATH system. The 'Earnings Distribution Type' is set to 'By Percent'. The 'Earnings Code' is 'ACS'. The 'Percent of Distribution' is '100.000000'. The 'Aggregate Comp Rate' is '8532.330000'. The 'Earnings Code' field contains '1 ACS' and the 'Percent of Distribution' field contains '100.000000'.

In addition, the AP Path team is experiencing an exceptionally high volume of actions related to summer pay and appointments. When payroll deadlines are approaching, efforts are focused on pay related actions. Please be patient regarding the approval timing of other actions where the immediate timing is not as critical.

Pay Deadline Reminders:

- Friday, July 19, 10 am for August 1 check

*Reminder – for the July 1 check, if your original transaction was entered by payroll deadline, but an additional PayPath action was required you may have an overpayment on the July 1 paycheck.

Questions regarding UCPATH processing may be directed to AP-Path@ucsb.edu .
Summer salary policy questions may be directed to Helly Kwee at helly.kwee@ucsb.edu

Cindy Doherty
Director
UCSB Academic Personnel
(805) 893-8332
Cindy.Doherty@ucsb.edu