

Summer Research Additional Compensation Processing

1. Identify position(s) to support the summer compensation job(s).
 - Utilize existing positions whenever applicable. Identify vacant positions via the datawarehouse EZ Access report *Vacant Position*. Review position attributes to identify the best position match for your current need.
 - If new positions are necessary, the main funding unit requests positions from Academic Personnel via the [UCPath Certification and Input Request](#) form on the Academic Personnel web site (sign on required to access the form.) It is recommended that the main funding unit request all positions at one time. However, individual requests for positions may continue to be made throughout the summer via the form. All positions will by default be set to 0.00 FTE. The individual submitting the request will be informed via email when the positions have been created.
 - Departments are responsible for updating FTE on Summer Salary positions via Position Control (or PayPath for filled positions.) It is strongly recommended departments update FTE to the appropriate percentage prior to initiating the hire transaction.
2. Enter funding information
 - Using the funding entry page, enter funding for the period of summer compensation (refer to Attachment C "Summer Research Additional Compensation Funding" for additional detail). If capped funds will be used, and the incumbent salary is over the NIH Cap, refer to the "Filling the Gap" or "Not Filling the Gap" job aids.
3. Hire the faculty member into the position.
 - Using the concurrent hire template, the faculty member is hired into one of the vacant positions at the appropriate rank. *[see Attachment A: Summer Research Additional Compensation Decision Matrix]*
 - Include the JED information on the *Earns Dist* tab. Enter the *Earnings Distribution Type* of "By Percent," the *Earn Code* of "ACR," and the *Percent of Distribution* of "100%."
 - Check the end job automatically check box, with an expected job end date appropriate for the months of pay expected on the job.
 - In the comments, indicate "Summer Research Compensation concurrent hire."
4. Review Job Data.
 - Verify that the concurrent hire has been fulfilled by the UCPath center.
 - Confirm all data points are set up correctly and the job is set to pay the appropriate Summer Salary amount.
 - Initiate a PayPath transaction when necessary to make appropriate corrections to the Job Record.
5. Initiate a PayPath transaction to adjust the FTE for future months.
 - In the comments indicate "Summer Compensation for the month(s) of ___ at ___ FTE.
 - *Note: if the date is "taken" due to a previous position change, you must submit a Case with UCPC to make corrections.*
 - Additional PayPath actions may be required for Capped funds. Please refer to the "Filling the Gap" and "Not Filling the Gap" job aids for additional direction.