Summer Research Additional Compensation Processing

1. Establish positions to support the summer compensation job(s).
   - The main funding unit requests positions from Academic Personnel via the [UCPath Certification and Input Request form](https://academic.uc.edu/ucpath) on the Academic Personnel web site (sign on required to access the form.) It is strongly 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 1.00 FTE. The individual submitting the request will be informed via email when the positions have been created.
   - Vacant positions can be monitored via the datawarehouse EZ Access report *Vacant Position*. Positions created this year can be left vacant throughout the academic year and reused next summer. Positions that might have been created during conversion last September can be used, but will need to be checked carefully to assure all attributes are correct. Alternatively, upon request Academic Personnel can inactivate unused vacation positions if it is clear they will not be used in the future.

2. 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]
   - 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.”
   - Verify that the concurrent hire has been fulfilled by the UCPath center.

3. Perform a Paypath transaction to adjust the FTE and change the earn code from REG to ACR.
   - In the comments indicate “Summer Compensation for the month(s) of ___ at ____ FTE.
   - By default, all hires include REG pay. In order to pay ACR, a paypath transaction is required. [see Attachment B: Summer Research Additional Compensation Job Aid]

4. Enter funding information
   - Using the funding entry page, enter funding for the period of summer compensation. If capped funds will be used [see Attachment C: Summer Research Additional Compensation Funding]
   - At this time a program defect exists in UCPath that will not allow capped funds to be used without the “cap gap” being funded as well. As soon as this defect is corrected, a special training session will be held for units that process capped funds. We will share this information as soon as possible.

5. If the same position will be used for future months with different FTE and/or funding, the future dated actions may be entered via additional Paypath transactions.