

Lecturer Short Work Break Matrix

Job	Overview	AP Action	Department Action	Other Considerations
9/12 Continuing	SWB is not applied to 9/12 appointments as they are paid equally over the 12 months for the work performed over all 3 quarters.	N/A	N/A	If a 9/12 continuing appointment will transition to 9/9 for the new AY, a UCPATH Certification request to apply SWB for summer should be submitted to avoid an overpayment.
9/12 Pre-Six	SWB is not applied to 9/12 appointments as they are paid equally over the 12 months for the work performed over all 3 quarters.	N/A	N/A	<p>If a 9/12 pre-six appointment will transition to 9/9 for the new AY, review if the change is during the continuation of a multi-year term appointment, or at the end of a term appointment:</p> <p>**If it is part of a continuing term appointment review Job Data and if the payroll status is active, a UCPATH Certification request to apply SWB for summer should be submitted.</p> <p>**If it is at the end of a term appointment, a Termination Template should be processed at the end of the final working quarter of that term. The incumbent will be rehired at the start of their new term appointment.</p>
9/9 Continuing	SWB is applied automatically during non-working quarters; departments must request SWB during summer for 9/9 continuing Lecturers who continue in a 9/9 title the following AY.	Non-working quarters will be identified by the policy team during workload review and SWB will be applied automatically based on post-audit instructions.	<p><u>Fall, winter and spring quarters:</u> review Job Data to ensure SWB is properly applied; reach out to ap-path@ucsb.edu if issues are identified.</p> <p><u>Summer:</u> review Job Data do determine if SWB is still applied to the record from prior quarter(s); submit a UCPATH Certification request to apply SWB if needed.</p>	If a 9/9 appointment will transition to 9/12 for the new AY, SWB should not be requested over summer. The employee should transition to 9/12 status effective 7/1 without a break in service. ¹
9/9 Pre-Six End of Term Appt	SWB is applied automatically during non-working quarters; SWB over summer is not applicable between term appointments.	Non-working quarters will be identified by the policy team during workload review and SWB will be applied automatically based on post-audit instructions.	<p><u>Fall, winter and spring quarters:</u> review Job Data to ensure SWB is properly applied; reach out to ap-path@ucsb.edu if issues are identified.</p> <p>Process the Termination Template at the end of the last working quarter of the existing Term appointment. The incumbent will be rehired at the start of their new Term appointment.</p>	<p>SWB is not applied between term appointments where there is a break in service.</p> <p>If a 9/9 appointment will transition to 9/12 for the new AY, the Termination should not be processed and SWB should not be requested over summer. The employee should transition to the new Term appointment effective 7/1 without a break in service.¹</p>
9/9 Pre-Six Continuation of Term Appt	SWB is applied automatically during non-working quarters; SWB over summer is applied between years when continuing in a 9/9 title in the following AY on a multi-year term appointment.	<p>Non-working quarters will be identified by the policy team during workload review and SWB will be applied automatically based on post-audit instructions.</p> <p>SWB over summer may be carried forward from an existing non-working quarter or applied based on the information inferred from the prior years post-audit instructions. Once new post audit instructions are received based on new year workloads, updates will be applied.</p>	<p><u>Fall, winter and spring quarters:</u> review Job Data to ensure SWB is properly applied; reach out to ap-path@ucsb.edu if issues are identified.</p> <p><u>Summer:</u> review Job Data do determine if SWB was carried forward from an existing non-working quarter or was applied from prior years post-audit instructions:</p> <p>** If the payroll status is still active, submit a UCPATH Certification request to apply SWB.</p> <p>** If SWB was applied but the appt is transitioning to 9/12, expedited review/processing may be requested.²</p>	If a 9/9 appointment continuing as part of a multi-year term appointment will transition to 9/12 for the new AY, the employee should transition to the 9/12 set up effective 7/1. ¹

¹ If the current active 9/9 set up will lead to a significant overpayment and the 9/12 updates are still pending, email the Dean's Analyst and central AP Analyst to request prioritization of that workload paperwork for expedited processing for the July payroll.

² If the current SWB 9/9 set up will lead to missed pay and 9/12 updates are still pending, email the Dean's Analyst and central AP Analyst to request prioritization of that workload paperwork for expedited processing for the July payroll.

Note: all other appointment actions are processed in the order in which they are received and prioritized by effective date - departments should not reach out requesting special handling unless there are significant pay or benefit impacts to the employee.