Funding: Summer Research Additional Compensation

Resources
Step by step instructions for Funding Entry are available in the UCPath User Productivity Kits (UPKs):

- Submit New Position Funding Entry Request
- Enter Position Funding Update

For fund sources with a Salary Cap, the MCOP Funding Worksheet must be utilized for funding entry.

- Submit New Position Funding Entry Request – MCOP
- Job Aid: Unpaid Cap Gap Processing
- Additional campus resources are also available:
  - Job Aid Summer Salary - Filling the Gap
  - Job Aid Summer Salary - Not Filling the Gap

Questions regarding funding entry transactions should be addressed to BFS via ServiceNow.

Entering ACR
Follow the Job Aids to enter funding details using the ACR Earn Code:

- If utilizing multiple funding sources, add additional lines (“+”) as needed.
- The total of all ACR distribution lines/fund sources must equal 100%.
- Leave the REG line blank.

Multiple Fund Source Options
Options for summer salary from various funding sources during the same pay period:

- Single position:
  - Multiple fund sources entered on one position via the funding entry page.
  - If multi-department funding, the lead department handles all funding entry.
- Multiple positions:
  - Separate position utilized for each fund source.
  - Departments coordinate to assure total pay/FTE is not over monthly or summer limit.

July/August Summer Salary in Excess of 1.0
Options for summer salary in excess of 1.00 FTE (July and August only), up to the allowable limit:

- One position at 1.00, second position at amount equal to the additional 1-4 days (for 20-23 day months).
- Multiple positions at FTE that reflects the amount coming from each fund source or unit, not to exceed the monthly limit.