

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.