

Academic Administrator Stipends

Stipends paid for Academic Administrator, Director and Department Chair/Vice Chair roles are approved through the EVC's office, and entered into the *Additional Compensation* component in UCPATH by the AP-Path team.

Departments are responsible for:

- Following the EVC approval process as outlined in the guidelines provided each year.
- Entering and updating fund information via the *Funding Entry* component.
- Auditing UCPATH records to ensure all data points are correct.
- Notifying AP-Path@ucsb.edu of any issues with existing stipends in UCPATH.

EVC Approval:

[Instructions](#) for the Academic Administrator approval process are sent to department contacts annually. Questions regarding this process should be sent directly to Kelly Hayton at khayton@ucsb.edu.

Funding Entry:

Departments are responsible for funding entry on the Academic Administrator positions. A [job aid](#) for funding entry can be found on the UCSB UCPATH website. Questions regarding funding entry should be addressed to BFS.

- Departments review/update funding entry on positions each year to ensure account information is correct.
- If a new position is created, AP-Path will email the new position number to the department or division contact included on the EVC approval email. Departments enter new funding information onto the position.
- **Administrator Stipends Paid on Professorial Position:** *In most cases Admin Stipends are paid on a separate position with a job code that corresponds with the role. If a job code for the role does not exist (e.g. CAP Chair), the stipend is input on the Professorial position. In these cases, a separate funding line with the STP Earn Code (distribution = 100%) should be added with the STP account string. This tells the system to pay REG earnings from the main account, and pay STP earnings from a separate account.*

Auditing UCPATH Records:

Departments can view ongoing Additional Pay via the Additional Pay component in UCPATH. Navigation: *Peoplesoft Homepage>Payroll Tasks Tile>Payroll Transactions folder>Self Service Transaction Links:*

- Select "Create" next to the Additional Pay heading

Self Service Transaction Links

[Create](#) / [Approve](#) **One-Time Payment (E-353)**
Request for One-Time Payment such as Star Award, Incentive Pay, Z Payment, etc.

[Upload](#) / [Approve](#) **One-Time Payment File (I-618)**
Mass Transaction Request for One-Time Payments such as Star Award, Incentive Pay, Z Payment, etc.

[Create](#) / [Approve](#) **Payroll Request (E-078)**
Request for Final Pay, Overpayments, or an Off-Cycle check.

[Create](#) / [Upload](#) / [Approve](#) **Manage Accruals (E-084)**
Request for Adjustments to Accruals, Credits, or Prior Period and/or Mass Transaction Request for Adjustment Period

[Create](#) / [Approve](#) **Additional Pay (E-330)**
Request for Recurring Additional Pay such as Stipends, Teaching Certification Pay, Uniform Allowance, etc.

- Enter the Employee ID and select the “Get Employees” button. A list of employee records will appear.

Additional Pay

Employee Selection Criteria

Empl ID

Empl Rcd

Last Name

First Name

Business Unit

Department

Job Code

Note: this will only provide records that the Transactional User has rights to view.

Name	Business Unit	Employee ID	Job	Empl Status	Action	Reason	Effective Date	Position Number	Department	Job Code	Job Code Descr	Employee Class
Employee, Blair	SBCMP	00000000	0	Active	DTA	PRI	05/14/2020	00000000	DEPT	000900	DIRECTOR	Academic: Faculty
Employee, Blair	SBCMP	00000000	1	Active	DTA	BNE	05/14/2020	00000000	DEPT	001143	PROF-AY-B/E/E	Academic: Faculty
Employee, Blair	SBCMP	00000000	2	Active	PAY	REF	10/01/2019	00000000	DEPT	001143	PROF-AY-B/E/E	Academic: Faculty

- Click on the employee name of the record you want to review. (In this case, the Director position.)

Self Service Additional Pay

Transaction ID NEW

Employee, Blair EMP ID: 00000000 Empl Record: 0

New Additional Pay Find | View All First 1 of 1 Last

*Earnings Code

Effective Date Find | View All First 1 of 1 Last

*Effective Date

Payment Details Find | View All First 1 of 1 Last

Addl Seq #: 1

End Date Reason: Not Specified

Pay Period Amt

Goal Amount Goal Balance

Prorate Additional Pay

Applies To Pay Periods

First Second Third

Current Additional Pay Find | View All First 1 of 1 Last

Earnings Code STP Stipend-Admin-Academic

Effective Date Find | View All First 1 of 5 Last

Effective Date 07/01/2020

Payment Details Find | View All First 1 of 1 Last

Addl Seq # 1

End Date 06/30/2021 Reason New Additional Pay

Pay Period Amt \$1,666.67

Goal Amount Goal Balance

OK to Pay

Applies To Pay Periods

First Second Third

Job Information

Employee Type Salaried Standard Hours 40.00

Compensation Rate Frequency Type

Default Job Data

Position: 00000000 DIRECTOR

Business Unit SBCMP UC Santa Barbara Campus

Department DEPT Department Name

Job Code 000900 DIRECTOR

FTE 1.000000 Expected Job End Date 06/30/2021

Employee Status Active

Job Information

Employee Type S Standard Hours 40.00

Compensation Rate Frequency Monthly

Default Job Data

Position 00000000 DIRECTOR

Business Unit SBCMP UC Santa Barbara Campus

Department DEPT Department Name

Job Code 000900 DIRECTOR

FTE 1.000000

Employe Status Active Expected End Date 06/30/2021

- Current Additional Pay appears on the right side of the page.
 - Notice the *Effective Date* section above is showing 1 of 5 records. By clicking on the arrow, you can view historical entries and/or when there is more than one Additional Pay associated with the job record.

Information in UCPATH should be compared to the approval memo or spreadsheet from the EVC’s office:

- If the UCPATH record does not match the approval information, please email AP-Path@ucsb.edu.
- If the approval information received is incorrect, please work with the EVC’s office to revise the approval.
- Issues/questions regarding GL, assessments, deductions or funding should be addressed to BFS via [ServiceNow](#).