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

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

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.

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