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:

<u>Instructions</u> for the Academic Administrator approval process are sent to department contacts annually. Questions regarding this process should be sent directly to Kelly Hayton at <u>khayton@ucsb.edu</u>.

Funding Entry:

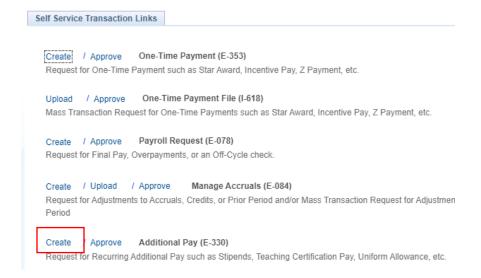
Departments are responsible for funding entry on the Academic Administrator positions. A <u>job aid</u> for funding entry can be found on the UCSB UCPath website. Questions regarding funding entry should be addressed to BFS.

- 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.

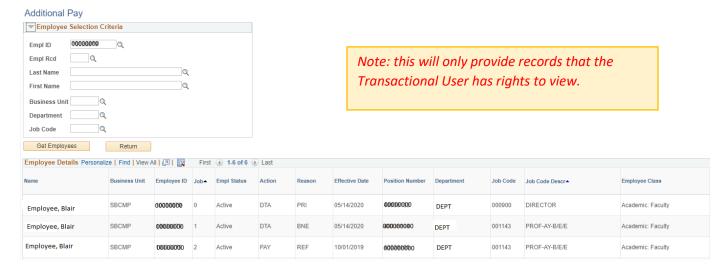
Auditing UCPath Records:

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*:

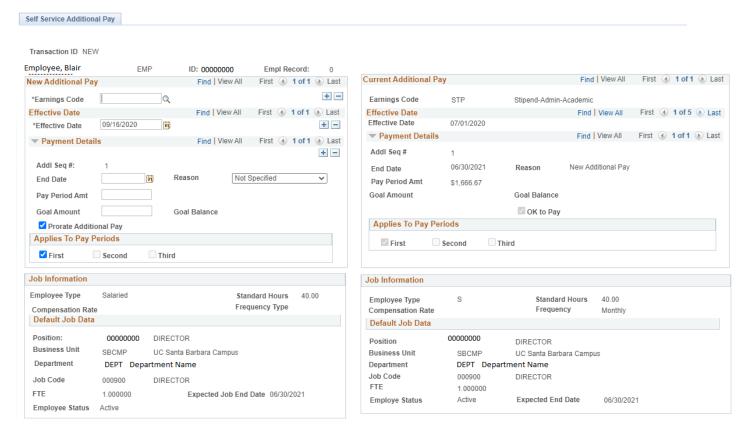
Select "Create" next to the Additional Pay heading



• 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 <u>ServiceNow</u>.

G:\Shared drives\AP - Academic Personnel\AP UCPATH TEAM\Process Manual\Resource Documents_Campus\Academic Stipends.docx rev 8/21/23