

Additional Compensation

April 2, 2025

Office of Academic Personnel

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Inter-campus payments

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UC Path Manager

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Associate Director

Other Resources

- Red Binder
 - Sections VI 10-17
- APM 600
- UCPath Processes:
 - UCPath Cert Instructions (under Actions within the AP Folio Cert & Input Request form)
 - Summer Research Additional Compensation Toolkit (<https://ap.ucsb.edu/resources.for.department.analysts/ucpath/>)

What is Additional Compensation?

- APM 600, RB VI-10
- Any salary paid to an academic appointee by the University in excess of their full-time salary
- During the academic year: only for duties not directly related to the employee's recognized University duties. Limits vary depending on type of payment and academic appointment held
- During the summer quarter: allowed for an academic employee paid on a 9/12 basis. Maximum of 3/9ths per summer. Some may be restricted due to appointment type
- Can be paid even if a person is on leave without salary

Activities outside UC

- APM 025, RB I-29, Conflict of Commitment and Outside Professional Activities
- All Senate and Adjunct faculty $\geq 50\%$ must report, whether compensated or uncompensated
- 39 day limit for Categories I and II during academic year
 - 1 day/week during summer when drawing summer salary through UCSB
- Categories:
 - I: Appear to be conflict; Prior approval required. Must report
 - II: Unlikely to be a conflict. Must report
 - III: No conflict. Allowed, not reported
- Not additional compensation itself
- Reported in OATS (Online Activity Tracking System)

Additional Compensation during the AY

Additional Comp during the Academic Year

- University Extension teaching
- Faculty consultant services
- Lectures and similar services
- Honorarium
- Housing allowance
- Extramural Funding
- Administrative stipends

University Extension teaching

- APM 662, appendix B-1; RB VI-17
- Teaching beyond the regular assigned teaching load that takes place through the Extension
- During AY: counts towards the 39 day limit. A day = “6 contact or podium hours”
- During summer: amount paid counts towards the 3/9ths limit
- Earn code ACX for individuals who only teach through Extension
- Earn code UNX for current faculty who are teaching as additional compensation
- Job code 3570: University Extension Teacher
- Input done by Extension

Faculty Consultant Payments

- APM 664; RB VI-17
- Occasional consulting or participation in projects that do not fall within the normal duties of the individual
- Rate is negotiated. Limited to daily rate plus 30%
- Daily Rate:
 - 9 month employees, annual salary divided by 171
 - 11 month employees, annual salary divided by 236
- Allowed during both the academic year and the summer months
- Counts toward the 3/9ths maximum during summer

Faculty Consultant Example

- Professor Danvers is an Associate Professor in the French and Italian Department, w/annual salary of \$80,000
- She will provide consulting services:
 - To the Department of History
 - For translating historical documents from French
 - in August, for a fee of \$1000
- How many days does this entail?
 - $80,000 / 171 = 467.84 + 30\% \rightarrow \608.19 per day
 - $1,000 / 608.19 = 1.6$ days

Faculty Consultant (UC Path request)

- UC Path Certification & Input Request form on AP Folio
- Select “Faculty Consultant” under One-Time Additional Pay
- Enter Start and End Dates in accordance with # of days as computed by daily rate (previous slide)
- Enter Fund Source
- Comments:
 - Explanation/justification
 - Any additional/background information pertinent to the request
- Observe AP’s payroll submission deadline
<https://ap.ucsb.edu/resources.for.department.analysts/ucpath/deadlines.for.ucpath.academic.actions.pdf>

Honorarium

- APM 666; RB VI-17
- Academic employees may receive honoraria for:
 - Work related to University-sponsored conferences
 - Creative work unrelated to primary job responsibilities
- Honoraria may not be paid using State funds (19900)
- Up to \$2,500 per event (up to \$5,000 by exception)
- During AY: Total annual amount earned may not exceed 10% of the annual base salary
- During summer: Counts towards 3/9th limit

Honorarium (UC Path request)

- UC Path Certification & Input Request form on AP Folio
- Select “Honoraria” under One-Time Additional Pay
- Enter Start and End Dates that reflect when work was actually performed
- Enter Fund Source
- Comments:
 - Explanation/justification
 - Any additional/background information pertinent to the request
- Observe AP’s payroll submission deadline
<https://ap.ucsb.edu/resources.for.department.analysts/ucpath/deadlines.for.ucpath.academic.actions.pdf>

Housing Allowance

- aka Faculty Recruitment Allowance
- Academic Senate only
- Provided as part of start-up package for rental deposit or down payment on home purchase
- Does not count as additional compensation
- See Table 40 on Salary Scales page for current amount available to candidates you are recruiting
- See original startup approval for amount available to already-hired faculty

Housing Allowance (UCPath request)

- UCPath Certification & Input Request form on AP Folio
- Select “Recruitment Allowance” under One-Time Additional Pay
- Enter Fund Source
- Comments:
 - Any additional/background information pertinent to the request
 - Date/pay cycle payment should be disbursed
- Observe AP’s payroll submission deadline
<https://ap.ucsb.edu/resources.for.department.analysts/ucpath/deadlines.for.ucpath.academic.actions.pdf>
- Can be done off-cycle. If time-sensitive, email AP-Path@ucsb.edu after submitting UCPath Cert to request expedition.

UCPath Cert Form: Example

Action

- ☒ One-Time Additional Pay
- ☐ Recruitment Allowance
- ☒ Faculty Consultant
- ☐ Honoraria
- ☐ Extension or Executive Program Compensation
- ☐ Other

Dollar Amount:

1000.00

Start Date:

08/05/2021



End Date:

08/07/2021



Fund Source:

0 166021 19900 0

Comments:

Professor Danvers of FRIT will work with the History department to translate historical documents from French to English.

Chancellor's Initiative for Asst Prof Infant Care

- Child care financial assistance program for assistant professors
- Eligibility requirements apply
- Program is administered by the Office of Diversity, Equity and Inclusion
- Consult with DEI office to apply
- Once approval is obtained, submit payment request via UCPath Cert Form
 - Submission of request certifies that appropriate VCDEI office approvals have already been procured

UCPath Cert Form: Example

☒ Chancellor's Initiative for Asst. Prof. Infant Care

☒ Start Recurring Payment

Monthly Amount:

416.67

Start Date:

09/01/2020



End Date:

08/31/2021



Comments:

Retroactive, one-time FRA payment for Chancellor's Initiative on Assistant Professor Infant Childcare. FRA payment of \$416.67/month with begin date of 09/01/2020 and with an end date of 08/31/2022. Total of 24 months for a total amount of \$10,000.

☐ End Existing Payment Early (due to promotion)

End Date:

mm/dd/yyyy

By submitting this request, you are certifying that VCDEI office approvals have been finalized.

Intercampus payments

- APM 666; RB VI-15
- A UC employee performs work on another UC campus
- Two types of payments/appointments:
 - One-Time Payment
 - Multi-Location Appointment
- Payments during the summer count toward the 3/9th limit
- Payments are made using appropriate intercampus form (host campus initiates)

OTP vs MLA

- One-time payment (OTP): for short term, typically one-time events/activities
 - e.g. one-time Lectures, creative work, or occasional consultant services
- Multi-campus Appointment (MLA): for ongoing activity requiring employment title
 - e.g. teaching a class for a quarter or longer
- Fillable form linked from the AP website under 'Forms':
<https://ap.ucsb.edu/forms/>
- All forms MUST route through AP office!

Intercampus Payment Form– where does it go?



If UCSB is the HOST Campus:

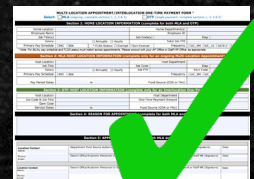
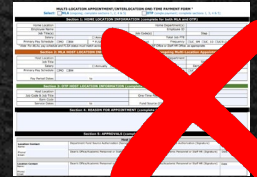


If UCSB is the HOME Campus:



What is your responsibility as a department?

- If UCSB is the Home Campus (you're contacted by someone at another UC who wants to hire/pay one of your employees):
 - Provide your employee's home campus information (e.g. salary)
 - Do NOT route any forms to anyone! 
- If UCSB is the Host Campus (you want to hire or pay another UC employee to perform a service for your department)
 - Download and fill out the intercampus form
 - Will require coordinating separately with your counterpart at the home campus to get employee details
 - Obtain fund source authorization signature
 - Do NOT sign anywhere else on the form! 
 - Send the form AP



Intercampus Form (combined version)

| MULTI-LOCATION APPOINTMENT/INTERLOCATION ONE-TIME PAYMENT FORM ¹ | | | | | |
|--|---|--|--|---|------|
| Select: <input type="checkbox"/> MLA (ongoing; complete sections 1, 2, 4 & 5) <input type="checkbox"/> OTP (single payment; complete sections 1, 3, 4 & 5) | | | | | |
| Section 1: HOME LOCATION INFORMATION (complete for both MLA and OTP) | | | | | |
| Home Location | | | Home Department(s) | | |
| Employee Name | | | Employee ID | | |
| Job Title(s) | | | Job Code(s) | Step | |
| Salary | <input type="checkbox"/> Annually <input type="checkbox"/> Hourly | | Total Job FTE | | |
| Primary Pay Schedule | <input type="checkbox"/> MO <input type="checkbox"/> BW | * FLSA Status: <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt | Frequency | <input type="checkbox"/> UC_9M <input type="checkbox"/> UC_10 <input type="checkbox"/> UC912 <input type="checkbox"/> UC_FY | |
| <small>* Note: For MLAs, pay schedule and FLSA status must match across appointments. Please consult with your AP Office or Staff HR Office, as appropriate.</small> | | | | | |
| Section 2: MLA HOST LOCATION INFORMATION (complete only for an ongoing Multi-Location Appointment) | | | | | |
| Host Location | | | Host Department | | |
| Job Title | | | Job Code | Step | |
| Salary | <input type="checkbox"/> Annually <input type="checkbox"/> Hourly | | Job FTE | Earn Code | |
| Primary Pay Schedule | <input type="checkbox"/> MO <input type="checkbox"/> BW | | Frequency | <input type="checkbox"/> UC_9M <input type="checkbox"/> UC_10 <input type="checkbox"/> UC912 <input type="checkbox"/> UC_FY | |
| Pay Period Dates | to | | Fund Source (COA or FAU) | | |
| Section 3: OTP HOST LOCATION INFORMATION (complete only for an Interlocation One-Time Payment) | | | | | |
| Host Location | | | Host Department | | |
| Job Code & Job Title | | | One-Time Payment Amount | | |
| Earn Code | | | | | |
| Service Dates | to | | Fund Source (COA or FAU) | | |
| Section 4: REASON FOR APPOINTMENT (complete for both MLA and OTP) | | | | | |
| | | | | | |
| Section 5: APPROVALS (complete for both MLA and OTP) | | | | | |
| Host Location | | | | | |
| Location Contact Name: | Department Fund Source Authorization (Name) | | Department Fund Source Authorization (Signature) | | Date |
| Phone/Email: | Dean's Office/Academic Personnel or Staff HR (Name) | | Dean's Office/Academic Personnel or Staff HR (Signature) | | Date |
| Home Location | | | | | |
| Location Contact Name: | Dean's Office/Academic Personnel or Staff HR (Name) | | Dean's Office/Academic Personnel or Staff HR (Signature) | | Date |
| Phone/Email: | | | | | |

Required Sections

- All submissions:
 - Section 1 (Home Campus information)
 - Section 4 (Explanation for appointment/payment)
 - Section 5 (Staff contact info and campus central office approval signatures)
- MLAs:
 - Section 2
- OTPs:
 - Section 3

Key Information Required

- Employee's complete *home* appointment information (may be multiple jobs)
 - Start with Person Org Summary in UCPath
 - Obtain remaining info from your counterpart at the home campus
- One-time payment section requires:
 - Job Code, Event Date, Flat Rate \$ Amount to be paid, Earn Code, Funding Information
- Multi-campus appt section requires:
 - Job Code, Pay Basis, FTE, Salary Rate, Earn Code, Dates, Funding Information
- Justification for payment or appointment
 - Include *detailed* description of work being performed, in the free-form justification section
 - It is helpful to include supporting documentation
- Fund Source authorization signature
 - Typically department MSO, Chair, financial manager, etc...

OTP

MULTI-LOCATION APPOINTMENT/INTERLOCATION ONE-TIME PAYMENT FORM ¹

Select: ☐ **MLA** (ongoing; complete sections 1, 2, 4 & 5)

☒ **OTP** (single payment; complete sections 1, 3, 4 & 5)

Section 1: HOME LOCATION INFORMATION (complete for both MLA and OTP)

| | | | | | |
|----------------------|--|---|--------------------|--|--------|
| Home Location | UC Riverside | | Home Department(s) | Computer Science | |
| Employee Name | Clint Barton | | Employee ID | 10000000 | |
| Job Title(s) | Professor | | Job Code(s) | 1100 | Step 5 |
| Salary | \$ 184,200.00 | <input checked="" type="checkbox"/> Annually <input type="checkbox"/> Hourly | Total Job FTE | 100% | |
| Primary Pay Schedule | <input checked="" type="checkbox"/> MO <input type="checkbox"/> BW | * FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt | Frequency | <input type="checkbox"/> UC_9M <input type="checkbox"/> UC_10 <input checked="" type="checkbox"/> UC912 <input type="checkbox"/> UC_FY | |

* Note: For MLAs, pay schedule and FLSA status must match across appointments. Please consult with your AP Office or Staff HR Office, as appropriate.

Section 2: MLA HOST LOCATION INFORMATION (complete only for an ongoing Multi-Location Appointment)

| | | | | | |
|----------------------|---|--|--------------------------|---|--|
| Host Location | | | Host Department | | |
| Job Title | | | Job Code | Step | |
| Salary | <input type="checkbox"/> Annually <input type="checkbox"/> Hourly | | Job FTE | Earn Code | |
| Primary Pay Schedule | <input type="checkbox"/> MO <input type="checkbox"/> BW | | Frequency | <input type="checkbox"/> UC_9M <input type="checkbox"/> UC_10 <input type="checkbox"/> UC912 <input type="checkbox"/> UC_FY | |
| Pay Period Dates | to | | Fund Source (COA or FAU) | | |

Section 3: OTP HOST LOCATION INFORMATION (complete only for an Interlocation One-Time Payment)

| | | | | | |
|----------------------|------------------------------|--|--------------------------|----------------------------|--|
| Host Location | UC Santa Barbara | | Host Department | Graduate Division | |
| Job Code & Job Title | 1650 - Guest Lecturer | | One-Time Payment Amount | \$ 650.00 | |
| Earn Code | HON | | Fund Source (COA or FAU) | 8-444123-18086-2, SSR Fund | |
| Service Dates | Jan 15, 2023 to Jan 15, 2023 | | | | |

Section 4: REASON FOR APPOINTMENT (complete for both MLA and OTP)

Professor Barton provided a talk titled "Archery with Precision" as part of Grad Div's annual SHIELD Lecture Series workshop (see attached event flyer). This workshop is open to all UCSB graduate students and interested community members.

Section 5: APPROVALS (complete for both MLA and OTP)

| Host Location | | | |
|--|---|--|------------|
| Location Contact Name: Annabel Analyst Phone/ 805-893-1234 Email: annabel@graddiv.ucsb.edu | Department Fund Source Authorization (Name) | Department Fund Source Authorization (Signature) | Date |
| | Phil Coulson, Grad Div Chair | Phil Coulson | 01/25/2023 |
| | Dean's Office/Academic Personnel or Staff HR (Name) | Dean's Office/Academic Personnel or Staff HR (Signature) | Date |
| | | | |
| Home Location | | | |
| Location Contact Name: Stewart Staff Phone/ 951-827-5639 Email: stewart@cs.ucr.edu | Dean's Office/Academic Personnel or Staff HR (Name) | Dean's Office/Academic Personnel or Staff HR (Signature) | Date |
| | | | |

OTP

MLA

MULTI-LOCATION APPOINTMENT/INTERLOCATION ONE-TIME PAYMENT FORM ¹Select: ☒ **MLA** (ongoing; complete sections 1, 2, 4 & 5)☐ **OTP** (single payment; complete sections 1, 3, 4 & 5)

Section 1: HOME LOCATION INFORMATION (complete for both MLA and OTP)

| | | | |
|----------------------|---|--------------------|---|
| Home Location | UCLA | Home Department(s) | Electrical & Computer Engineering |
| Employee Name | Wanda Maximoff | Employee ID | 12345678 |
| Job Title(s) | Lecturer-AY, Academic Coordinator II-FY | Job Code(s) | 1630, 0843 |
| Salary | \$ 103,229.00 <input checked="" type="checkbox"/> Annually <input type="checkbox"/> Hourly | Step | 17, 2 |
| Primary Pay Schedule | <input checked="" type="checkbox"/> MO <input type="checkbox"/> BW | Total Job FTE | 58% |
| | * FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt | Frequency | <input type="checkbox"/> UC_9M <input type="checkbox"/> UC_10 <input checked="" type="checkbox"/> UC912 <input checked="" type="checkbox"/> UC_FY |

* Note: For MLAs, pay schedule and FLSA status must match across appointments. Please consult with your AP Office or Staff HR Office, as appropriate.

Section 2: MLA HOST LOCATION INFORMATION (complete only for an ongoing Multi-Location Appointment)

| | | | |
|----------------------|--|--------------------------|--|
| Host Location | UC Santa Barbara | Host Department | Computer Science |
| Job Title | Lecturer-1/9 | Job Code | 1632 |
| Salary | \$ 109,516.00 <input checked="" type="checkbox"/> Annually <input type="checkbox"/> Hourly | Step | 19 |
| Primary Pay Schedule | <input checked="" type="checkbox"/> MO <input type="checkbox"/> BW | Job FTE | 33.33% |
| | | Earn Code | REG |
| | | Frequency | <input checked="" type="checkbox"/> UC_9M <input type="checkbox"/> UC_10 <input type="checkbox"/> UC912 <input type="checkbox"/> UC_FY |
| Pay Period Dates | 04/01/2023 to 06/30/2023 | Fund Source (COA or FAU) | 8-444123-19900-0 |

Section 3: OTP HOST LOCATION INFORMATION (complete only for an Interlocation One-Time Payment)

| | | | |
|----------------------|----|--------------------------|--|
| Host Location | | Host Department | |
| Job Code & Job Title | | One-Time Payment Amount | |
| Earn Code | | | |
| Service Dates | to | Fund Source (COA or FAU) | |

Section 4: REASON FOR APPOINTMENT (complete for both MLA and OTP)

Dr. Maximoff will be teaching CS 101 at UCSB during Spring 2023. See attached appointment paperwork.

Section 5: APPROVALS (complete for both MLA and OTP)

| Host Location | | | |
|--|---|---|----------------------|
| Location Contact Name: Annabel Analyst Phone/ 805-893-1234 Email: annabel@cs.ucsb.edu | Department Fund Source Authorization (Name) Nicholas J. Fury | Department Fund Source Authorization (Signature) Nick Fury | Date Jan 28, 2023 |
| | Dean's Office/Academic Personnel or Staff HR (Name) | Dean's Office/Academic Personnel or Staff HR (Signature) | Date |
| Home Location | | | |
| Location Contact Name: Stewart Staff Phone/ 310-827-5639 Email: stewart@ece.ucla.edu | Dean's Office/Academic Personnel or Staff HR (Name) | Dean's Office/Academic Personnel or Staff HR (Signature) | Date |
| | | | |

MLA

Administrative Stipends

- RB VI-17
- Department Chairs and Unit Directors
- Approved on an annual basis by the Executive Vice Chancellor or Vice Chancellor for Research
- Payroll input will be managed centrally by AP Path team
- Departments are responsible for funding entry
- Deans are Faculty Administrators but are NOT paid a separate stipend
- UCPath overview of Stipends for Departments:
<https://ap.ucsb.edu/resources.for.department.analysts/ucpath/academic.stipends.in.UCPath.pdf>

Extramurally Funded Research during AY

- RB VI-14
- Senate Faculty only
- Release to grant: grant funds used in place of a portion, or all, of the regular state funded salary for a limited amount of time
- Course buyout: a type of RTG where the portion (% time) corresponds to the faculty member's teaching load reduced, and pay period corresponds to quarter being bought out
- NOT additional compensation!
- Contact Dean's office for approval/proper procedure

Extramurally Funded Research– payroll matters

- **What if the release to grant comprises $\leq 50\%$?**
 - e.g. 75% on state funds; 25% on grant funds
- Implement as fund split on main professorial position:
 - Overall professorial FTE remains 100%
 - Funding split on this position
 - If external funds are being administered outside of the home department (where the professorial appointment resides), must coordinate with funding unit, as only the home dept has access to professorial position elements
- Sabbatical credit continues to be accrued
- See RTG Job aid:
<https://ap.ucsb.edu/resources.for.department.analysts/ucpath/course.buyout.pdf>

Extramurally Funded Research– payroll matters

- **What if the release to grant comprises > 50%?**
 - e.g. 40% on state funds; 60% on grant funds
- Grant-funded portion must be under corresponding Researcher title (see next slide)
 - Must reduce faculty title % time accordingly
 - Pay basis remains at 9/12
- Sabbatical credit is not accrued
- See RTG Job Aid:
<https://ap.ucsb.edu/resources.for.department.analysts/ucpath/course.buyout.pdf>

Extramurally Funded Research– payroll matters

- Positions to be created when release to grant portion > 50%:

| Underlying Faculty Title | Release to Grant Title | General Job Code | B/E/E Job Code |
|-------------------------------------|-------------------------|---------------------|-------------------|
| Assistant/Asst Teaching Professor | Assistant Researcher-AY | 3223 | 1985 |
| Associate/Assoc Teaching Professor | Associate Researcher-AY | 3213 | 1983 |
| (Full) Professor/Teaching Professor | Researcher-AY | 3203 | 1981 |

Release to Grant/Course Buyout (UC Path request)

- *Do the below only if release > 50% of appointment*
- UC Path Certification & Input Request form on AP Folio
 - “Release to Grant” section
 - Job Code: corresponding Researcher title code (previous slide)
 - Start/End dates: correspond to 9/12 pay period if course buyout
 - If not course buyout: dates correspond to release dates prescribed by grant
 - Earn code: REG
- Be aware that this process takes longer to fulfill (earlier deadlines may apply)

<https://ap.ucsb.edu/resources.for.department.analysts/ucpath/course.buyout.pdf>

Release to Grant Example #1

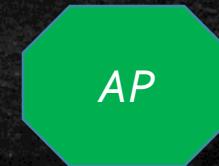
- Professor Barnes wants release to extramural grant funds
- He does this as course buyout for Fall quarter- this is approved by the Dean
- Department standard teaching load = 4 courses/year, so one course corresponds to 37.5% of his salary
- For Fall quarter (7/1 - 10/31), on the Professor position:
 - 62.5% of position funded on state funds
 - 37.5% of position funded on external funds
- Return to 100% funding on state funds for Winter quarter and beyond



Dept

Release to Grant Example #2

- Professor Potts is a Full Professor in Mechanical Engineering who has received a DoD contract that requires her to commit at least 60% effort on the project for a set period of time
- This grant is administered through ICB
- ICB submits the UCPATH Cert Form request
- For that period of time:
 - *Reduce Professorial appointment to 40%*
 - Add 9/12 Researcher appointment at 60%
- *Return Professorial appointment to 100% thereafter*
 - Also don't forget to terminate the Researcher appointment



Form Example

☒ Release To Grant

Start Date:

05/02/2022



End Date:

07/29/2022



Department for Release Position:

ICBT - Institute for Collaborative Biotech

Job Code for Release Position:

1981

Percent Time / FTE of Release:

60%

Comments:

Release to grant to work on Ross DoD award

Timeline Considerations for RTG > 50%

- 1) AP creates/updates appropriate Researcher position
- 2) Department funds position
- 3) Department performs concurrent hire into this new position
 - “Job End Date” and “End Job Automatically” checkbox fields should be filled in
- 4) AP approves the concurrent hire transaction; UCPC fulfills the hire
- 5) Once the hire is fulfilled by UCPC, AP then reduces faculty appointment
 - Faculty job is set to return to regular FTE upon end of Release to Grant
- 6) Department follows up with BFS on any pay actions, as needed (over/missed pay)

Negotiated Salary Program

Negotiated Salary Program (NSP) -- basics

- APM 672
- Takes effect July 1, 2025
- Allows Senate faculty to temporarily augment annual base salary
- May contribute a maximum of 30% of base salary rate in effect as of July 1 of program year
 - Increment is in place for 1-year period (July 1 - June 30)

NSP Components

- Base rate = on-scale + off-scale salary components
 - Covered compensation under UCRP
- Negotiated Salary Component (NSC)
 - Up to 30% of base salary
 - Not covered compensation under UCRP
- Total UC Salary (TUCS)
 - Base salary + NSC

Eligibility & Participation Requirements

- Senate faculty only
- Must apply every year
- Participating faculty must remain in good standing
 - Teaching, research, service obligations
 - Compliance with campus policies
 - Completion of mandatory training
 - Etc...

Funding Requirements

- Allowable funding examples for NSC:
 - External funds such as contract/grant support, endowment/gift income, professional degree fees, self-supporting degree fees
- Funding must be awarded and received by UCSB prior to participation year
 - e.g. funds used for program year 2024-25 must be deposited by June 30, 2024
- Must have sufficient funding to cover entire year
- Agency/sponsor policies still apply, e.g. NSF 2-month maximum; NIH salary cap

More Information

- Additional Compensation Workshop
 - Wed, Apr 16, 2025 @ 9:30am
- <https://ap.ucsb.edu/compensation.and.benefits/negotiated.salary.program/>
- <https://ap.ucsb.edu/compensation.and.benefits/negotiated.salary.program/NSP-Campus.Implementation.Procedures.pdf>
- Questions?
 - inquiry@ap.ucsb.edu

Additional Compensation during Summer

Additional Compensation During the Summer

- Summer Session teaching
- Dates, Calendars and Charts
- Summer Salary Scenarios
- UC Path Procedure

Summer Session Teaching

- APM 661-14; RB VI-17
- Payments count towards the 3/9ths max that may be earned during summer
- Payments are figured on the 6/30 pay rate, paid as flat amount based on Summer Session formula
- Earn code ACS or ASN, depending on DCP contribution status
- Paid on the MO pay day (schedule available on Summer Session web site)
- Summer Session and AP will do payroll processing centrally
- Contact : Martin Stokes

Available Dates for 2025 Summer Salary

| Pay Dates | Service Dates | Max Days | Max % Time |
|-----------|---------------|----------|------------|
| Jun 1-30 | Jun 14-30 | 11 | 0.5789 |
| Jul 1-31 | Jul 1-31 | 23 | 1.2105 |
| Aug 1-31 | Aug 1-31 | 21 | 1.1053 |
| Sep 1-30 | Sep 1-21 | 15 | 0.7895 |

<https://ap.ucsb.edu/compensation.and.benefits/summer.additional.compensation.dates.pdf>

19-Day Chart (RB VI-12)

| <u># working days used</u> | <u>Dist %</u> | <u># working days used</u> | <u>Dist %</u> |
|----------------------------|---------------|----------------------------|---------------|
| 1 | 0.0526 | 13 | 0.6842 |
| 2 | 0.1053 | 14 | 0.7368 |
| 3 | 0.1579 | 15 | 0.7895 |
| 4 | 0.2105 | 16 | 0.8421 |
| 5 | 0.2632 | 17 | 0.8947 |
| 6 | 0.3158 | 18 | 0.9474 |
| 7 | 0.3684 | 19 | 1.000 |
| 8 | 0.4211 | 20 | 1.0526 |
| 9 | 0.4737 | 21 | 1.1053 |
| 10 | 0.5263 | 22 | 1.1579 |
| 11 | 0.5789 | 23 | 1.2105 |
| 12 | 0.6316 | | |

Summer research payments

- APM 667, RB VI-14
- Each day during the summer only used once (up to 100%)
 - Housing allowance exceptions
- Maximum of 3/9ths = 57 working days
- 1/9th = 19 working days - includes holidays!
- Paid at the salary rate in effect at the time of payment; i.e. June pay is at the pre-merit June rate
- 9/9 pay basis, so monthly rate is the annual rate divided by 9
- Must use corresponding job codes based on regular faculty title - use position from your existing pool, else request new position creation via UCPath Cert Form on our website

Job Codes for Summer research 1/9ths

| Underlying Faculty Title | Summer Salary Title | General Job Code | B/E/E Job Code |
|-------------------------------------|---|-------------------|----------------|
| Asst/Asst Teaching Prof | Assistant Researcher (1/9) | 3225 | 1986 |
| Assoc/Assoc Teaching Prof | Associate Researcher (1/9) | 3215 | 1984 |
| (Full) Professor/Teaching Prof | Researcher (1/9) | 3205 | 1982 |
| Unit 18 doing research | Appropriate 1/9 Researcher title as above | | |
| Unit 18 doing teaching-related work | <i>Corresponding 1/9 titles for:</i> Lecturer Continuing Lecturer/Sr. Continuing Lect | 1632 1633/1643 | |

Summer Salary Scenarios

- 19 days (full 1/9th)
- Less than 19 days in a given month
- More than 19 days in a given month
- Flat rate dollar amount
- NIH cap and supplement

Meet Professor Coulson

- Associate Professor in the Department of Psychological & Brain Sciences
- Annual 9/12 salary of \$156,300 (\$13,025/mo)
- What's the corresponding Researcher title to use for summer salary?

Professor Coulson's summer salary

- Job code: Associate Researcher-AY-1/9 (3215)
- Pay basis: 9/9
- Monthly rate: \$17,366.67 (= \$156,300 ÷ 9)

Professor Coulson's Request

Name: Phil Coulson

| Dates | # of days | Dept | Contract/Grant |
|------------------|------------------|-------------|--------------------------|
| <u>June</u> | <u>flat rate</u> | <u>PSYC</u> | <u>NSF (\$5000)</u> |
| <u>July 1-31</u> | <u>23</u> | <u>PSYC</u> | <u>Carter Foundation</u> |
| <u>Aug 1-27</u> | <u>19</u> | <u>NRI</u> | <u>Stark Award</u> |
| <u>Sep 8-18</u> | <u>9</u> | <u>ICB</u> | <u>DoD grant</u> |

Signature P. J. Coulson

Date 05/10/2025

1/9th payment (19 days) in August

- Dates: 08/01 - 08/31
- % time: 100%
- Earn code: ACR
- Pay period runs entire month, but service period is 19 days (track offline)

9 days' worth of payment in September

- $9 \text{ days} \div 19 \text{ days} = 0.4737$
- Job runs 9/1 - 9/30 (pay period) @ 47.37%
- Pay period runs entire month, but *service* period is 9 days, specifically, Sep 8-18 (track offline)

23 days in July

- $23 \text{ days} \div 19 \text{ days} = 1.2105$
- Can't have job > 100%!
- Two separate jobs (unique position # for each one):
 - One at 1.000
 - Another at 0.2105
 - Both still run 7/1 - 7/31

Flat rate or specific % summer research payments

- Recruitment and Retention commitments
 - May be paid out over multiple summers
 - Can be awarded in terms of 1/9ths or flat amount but always paid on percentage basis
- How to compute for payroll?
 - Figure out what percentage of 1/9 this flat rate consists of
 - Convert this to closest # of actual days for offline tracking

Example: flat rate of \$5000 in June

- $\$5000 \div \$17,366.67 = 0.2879$
- Refer to 19-day chart: closest value is 0.3158 (**6 days**)
- Payroll: job runs 6/1 - 6/30 @ **28.79 %**
- Internal/offline records: track the **6 days** of effort for future audit purposes

Maximums: Can Professor Coulson request this?

| Month | # of days | Running Total |
|-----------|-----------|---------------|
| June | 6 | 6 |
| July | 23 | 29 |
| August | 19 | 48 |
| September | 9 | 57 |



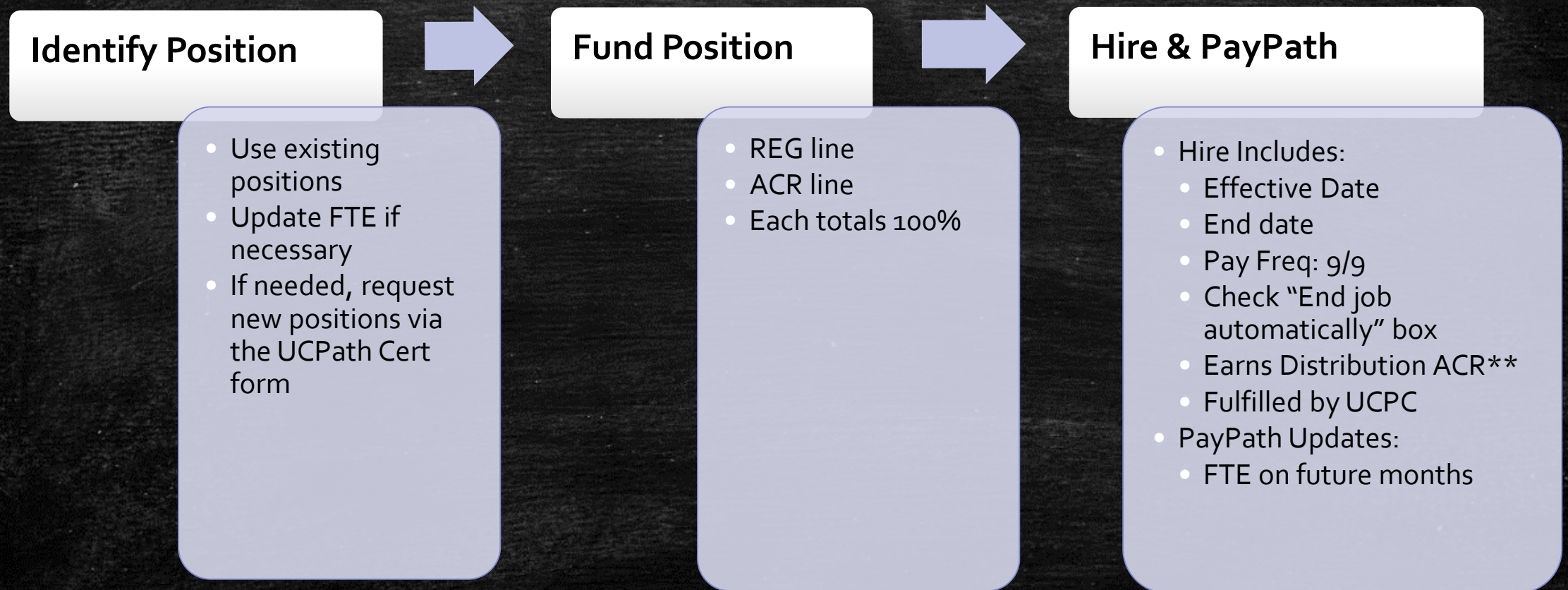
Maximum Total Dollar Amount allowed for all of Summer:

$$3 \times 1/9\text{ths} = 3 \times \$17,366.67 = \text{\textbf{\$52,100}}$$

Summer Salary: UCPath considerations/procedure

- For summer research salary purposes ONLY:
 - dept will initiate Position Control, Hire and PayPath actions
 - all transactions route to AP for approval
- AP approves action, verifying key fields are input, but *does NOT* validate the data points are correct (FTE, Comp Rate, etc.)
- Timeline/approval flow: same as release-to-grant scenario; be sure to allot extra time for processing
 - See next slide for process flow
- Note: the “End job automatically” box should always be selected on Summer Salary Hire templates.
 - Transactions will be denied if this box is not checked!








UCPath Procedure



Refer to the [**SUMMER RESEARCH ADDITIONAL COMPENSATION TOOLKIT**](#) in the Resources for Department Analysts section of the AP website for detailed instructions on the above actions.

Summer Research Additional Comp Resources

SUMMER RESEARCH ADDITIONAL COMPENSATION TOOLKIT:

- [Summer Salary Action Steps](#) 
- [Transaction Decision Matrix](#) 
- [Summer Salary Funding Entry](#) 
- [Summer Salary Position/Hiring Job Aid](#) 
- [Summer Salary PayPath Job Aid](#) 
- [Salary Cap - Filling the Gap Job Aid](#) 
- [Salary Cap - Not Filling the Gap Job Aid](#) 

The Tool Kit provides:

- Step by step guidance including updating your position, entering Funding, Hiring, and processing PayPath updates, with links to all relevant resources:
 - Action Steps
- Detailed Job Aids to walk you through each transaction type:
 - Funding Entry
 - Position/Hiring
 - PayPath
- Detailed Job Aids for NIH Cap Fund Entry:
 - Filling the Gap
 - Not Filling the Gap

<https://ap.ucsb.edu/resources.for.department.analysts/ucpath/>

Funding (done by Dept)

- Can be done either before or after hire
 - Recommended Practice: input funding before hire
 - *Exception: Salary Cap - MCOP link will not appear until AFTER hire is fulfilled*
- Add Funding:
 - Funding entry requires a REG line- fill this with account string as normal (default)
 - Add ACR line with account string
 - When multiple fund sources are used, the total Dist across lines must = 100%
 - If work is not research, contact our office to determine appropriate earn code
- The ACR input in the Earns Dist within the Hire transaction tells the system to issue pay from the ACR lines input on the Fund Entry transaction
- Issues with account strings should be resolved with [BFS](#)

Funding

[Funding Entry Inquiry](#)

Set ID: SBCMP

Department:

Fiscal Year: 2019

Budget Begin Date: 07/01/2018

Budget End Date: 06/30/2019

Level

☐ Department

☐ Position Pool

☒ Position

Position Number: 40126827

RES-AY-1/9

Pool ID:

Date Updated: 10/05/2018

Job Data Snapshot

Personalize | Find | | First 1 of 1 Last

Job details 1

Job details 2

| | Name | Empl ID | Empl Rcd | Effective Date | Eff Seq | Department | Job Code | Job Code Descr | Payroll Status | Expected Job End Date | e-Verify |
|---|------|---------|----------|----------------|---------|------------|----------|----------------|----------------|-----------------------|----------|
| 1 | | | 0 | | 0 | | | | | | |

Funding Effective Date: 08/01/2018 Eff Seq: 0 Status: Active

Earnings Distribution

Personalize | Find | | First 1-2 of 2 Last

| Ern Cd | Seq # | Combo Code | Location | Sub/Object | Account | FS Dept | Fund | Dept Project | Sub Override | GL Bus Unit | Dept Cost Type | Dept CostCenter | WorkStudy Cd | OTC Indicator | Funding End Date | Pay Dist % |
|--------|-------|------------|----------|------------|---------|---------|-------|--------------|--------------|-------------|----------------|-----------------|--------------|---------------|------------------|------------|
| 1 ACR | 1 | 000064278 | 8 | 010000 | 400000 | 10000 | 00000 | | 02 | SBFIN | | | | | 08/31/2018 | 100.000 |
| 2 | 2 | 000064278 | 8 | 010000 | 400000 | 10000 | 00000 | | 02 | SBFIN | | | | | | 100.000 |

Budget Distribution Details






Hire Transaction

The **Concurrent Hire** or **Rehire** template may be used, depending on the circumstance. Departments are responsible for reviewing the employee's Person Org Summary, understanding the implications, and determining their internal best practice:

- The **Academic Concurrent Hire** template with the **Academic Concurrent Hire Reason Code** **creates a new Employee Record Number** in the system, and should ALWAYS be used when the employee DOES NOT have an existing inactive job record in your department.
- The **Rehire Academic** template with the **Academic Concurrent Hire Reason Code** **uses an existing Employee Record Number**. Use IF the employee has an existing inactive job record in your department in UCPATH.
 - *Note: if the employee receives an email regarding benefits enrollments following fulfillment of the Hire template, they can be instructed to disregard - this is a system limitation and benefits are not impacted by summer salary hire transactions.*

Refer to the [Summer Research Additional Comp Hiring Job Aid](#) for additional detail.

Hire Transaction




| Job Compensation - Pay Components | | | | | Personalize Find View All  |
|-----------------------------------|--|-------------------|---|------------------|---|
| | Comp Rate Code | Compensation Rate | Compensation Frequency | Rate Code Source | |
| 1 | UCANNL  | 70200.000000 | A  | Salary Step | |
| 2 | UCOFF1  | 25200.000000 | A  | Manual | |

Pay Components should match the Professorial position.

- Departments are responsible for updating pay based on any July 1 Merit/Promotion increases via a PayPath action.
- if faculty is taking summer salary in June, and they receive M/P-based increase in July, you have to go in and update the record as of July 1 to match the new salary and appointment.

JED information **MUST** be on the Hire transaction:

- Earnings Distribution = “By Percent”
- Earnings Code = “ACR”
- Percent Distribution = 100%

| | | | |
|---|----------|-------------------|--|
| Personal Data | Job Data | Earns Dist | Addl Pay |
| Employee Information | | | |
| Job Earnings Distribution Type | | | |
| Earnings Distribution Type | | By Percent | Aggregate Comp Rate 10600.000000 |
| Job Earnings Distribution | | | |
| Earnings Code | | Compensation Rate | Percent of Distribution |
| 1 ACR  | | | 100.000000   |

Earn Codes for Summer Salary

- ACR - research
- ADC - Senate Awards
- ACS/ASN - teaching (input by Summer Sessions)
- Other codes? Consult AP office first!
- If inputting any earn code other than ACR, be sure to add notes in the comment section

Retroactive Summer Salary

- Prof. Coulson comes to you in December and informs you he forgot to request summer salary for July & August
- Same position setup/funding/hiring steps as discussed previously
 - Let AP Path team know it's a retro action (in the comments section of Hire transaction)
- If multiple months: do NOT check "end job automatically" box until:
 - Perform multiple PayPath transactions (e.g. for FTE updates)
 - Upon final PayPath transaction- can check "end job automatically" box
- Once approved, work with BFS on missed pay

Caps and limits based on funding

- NIH cap
 - Rate maximum changes each January 1 and is set by NIH. Applies to existing and new awards.
 - Currently monthly max: **\$18,808.33** (as of Jan 1, 2025)
 - Affects faculty who earn more than **\$169,275** (\$18,808.33 x 9) annually
 - Additional information available in relevant job aids
- NSF limit : 2/9ths per summer
- Other award or funding limitations

Helpful Hints/Reminders

- The job code should be set up to correspond to the type of additional compensation being paid
- For summer research salary, perform calculations using 1/9 rate
- Housing allowance and Chair/Director stipends should not be counted against the summer 3/9ths total
- All additional compensation is paid on the MO payday (only FRA can be off-cycle)
- Check the “End job automatically” box!
- Ensure fund source is accurate and allowed for payment type
- Make sure summer salary appointment records have been terminated appropriately

Strategies and Best Practices

- Coordination when multiple departments are involved
- Record keeping
 - Documentation of faculty requests and retro changes
 - Since pay periods encompass the whole month, track the actual service period separately
- Make sure your documentation is clear:
 - If the faculty member requests “one month” do they mean “a calendar month” or “19 days for 1/9th effort?”
- Requests in days vs percentage of the period
 - If in days, use the actual days (see 10-day example)
 - If in percentage, can either break into days or divide over the 19 day period; i.e. 50% of 1/9th vs 50% of 19 days ($= 10/19 \rightarrow 52.63\%$)

Strategies and Best Practices, cont'd

- Consult commitment sheet for startup 1/9ths and housing allowance amounts
- Understand the “day limits”;
 - 57 days per summer (38 days for NSF)
 - Not necessarily 19 days per month; i.e. can work more than 19 days in a month
- Be aware of Merits/Promotions and range adjustments that take effect on 7/1
 - If M/P action pending: try to wait until case is finalized before entering July-Sep salary
 - Otherwise, you will have to manually adjust July+ salary to the new rate
- Advise faculty to consult with their tax advisor if they are concerned about the withholding amounts over the summer
- Post audit the job record in UCPath to correct any potential issues prior to pay

Quiz

Can a faculty member be paid additional compensation in the below examples? If so, how would each be paid?

- a) Professor Stark teaches an evening class through Extension.
- b) Professor Lang mentors two graduate students on their theses.
- c) Professor Banner is an invited speaker at a consortium at another UC campus.
- d) Professor Strange of Statistics is asked by Film Studies to assist in designing and implementing a statistical survey on some aspect of film studies.

Quiz

- e) Professor Foster is awarded a grant that will supply her with 33% of her salary for one quarter.
- f) Professor Romanoff serves as Department Chair for her department.
- g) Professor Fury serves on a search committee for his department.
- h) Professor Van Dyne of the History dept does a guest lecture for a regular Religious Studies class

Quiz - Answers

Can a faculty member be paid additional compensation in the below examples? If so, how would each be paid?

- a) Professor Stark teaches an evening class through Extension - *yes, as Extension Teaching*
- b) Professor Lang mentors two graduate students on their theses - *no, this is part of his faculty job (teaching)*
- c) Professor Banner is an invited speaker at a consortium at another UC campus - *yes, via intercampus one-time payment*
- d) Professor Strange of Statistics is asked by Film Studies to assist in designing and implementing a statistical survey on some aspect of film studies - *yes, as Faculty Consultant payment*

Quiz - Answers

- e) Professor Foster is awarded a grant that will supply her with 33% of her salary for one quarter - *no, this is a release-to-grant, not additional comp.*
- f) Professor Romanoff serves as Department Chair for her department - *yes, via administrative stipend.*
- g) Professor Fury serves on a search committee for his department - *no, this is part of his faculty job (service)*
- h) Professor Van Dyne of History does a guest lecture for a regular Religious Studies class - *no, teaching is part of her faculty job, and this does not fit the criteria for Faculty Consultant or Honorarium payment.*

Quiz

Your department has asked Professor Barton, from UC Riverside, to give a lecture on “Archery with Precision” as part of a research colloquium that is open to students and members of the community.

- a) By what method will Professor Barton get paid?
- b) Who will initiate payment?
- c) Which of the following is true?
 - 1) It is acceptable to pay Professor Barton \$3000 for his lecture.
 - 2) It is acceptable to pay Professor Barton using state funds.
 - 3) The payment will count towards Professor Barton’s 3/9th limit.

Quiz – Answers

Your department has asked Professor Barton, from UC Riverside, to give a lecture on “Archery with Precision” as part of a research colloquium that is open to students and members of the community.

- a) By what method will Professor Barton get paid? - *intercampus Honorarium payment*
- b) Who will initiate payment? - *UCSB (host dept)*
- c) Which of the following is true?
 - 1) It is acceptable to pay Professor Barton \$3000 for his lecture - *yes, but by exception.*
 - 2) It is acceptable to pay Professor Barton using state funds - *no, not allowed for HON.*
 - 3) The payment will count towards Professor Barton’s 3/9th limit - *only if done during summer.*

Quiz

Professor Okoye is teaching a course during Summer Session D, which runs June 24 - July 13. She will also be doing research and wants to draw summer salary from her grants during this time period.

- a) What information do you need to determine how to add the research funding?
- b) What limitations apply?
 - i. Salary-wise?
 - ii. Appointment-wise?

Quiz – Answers

Professor Okoye is teaching a course during Summer Session D, which runs June 24 - July 13. She will also be doing research and wants to draw summer salary from her grants during this time period.

- a) What information do you need to determine how to add the research funding? *What % time effort does the SUMS work take, i.e. what would SUMS put in a BYH distribution if we still had to do so?*
- b) What limitations apply?
 - i. Salary-wise? -- \$ limit (SUMS payment counts towards 3/9th max)
 - ii. Appointment-wise? -- % time (from (a) above) and dates. e.g. if SUMS said the class constitutes 25% effort, then you can only put up to 75% effort on grants between 6/24 - 7/13.

Quiz

Professor Maximoff has been hired effective 07/01/25. Can she be paid 3/9ths summer salary in addition to her housing allowance during the summer of 2025?

Quiz – Answers

Professor Maximoff has been hired effective 07/01/25. Can she be paid 3/9ths summer salary in addition to her housing allowance during the summer of 2025?

Yes-- Housing Allowance does not count towards 3/9th limit.

Full 3/9ths can be paid out only if there are 57 days available. Are there at least 57 days available in July/Aug/Sep 2025? Yes- there are a total of 59 days available!

(Note: this is not always the case. In 2022, for example, July/Aug/Sep only had 56 days available in total)

Questions?