

Additional Compensation Workshop

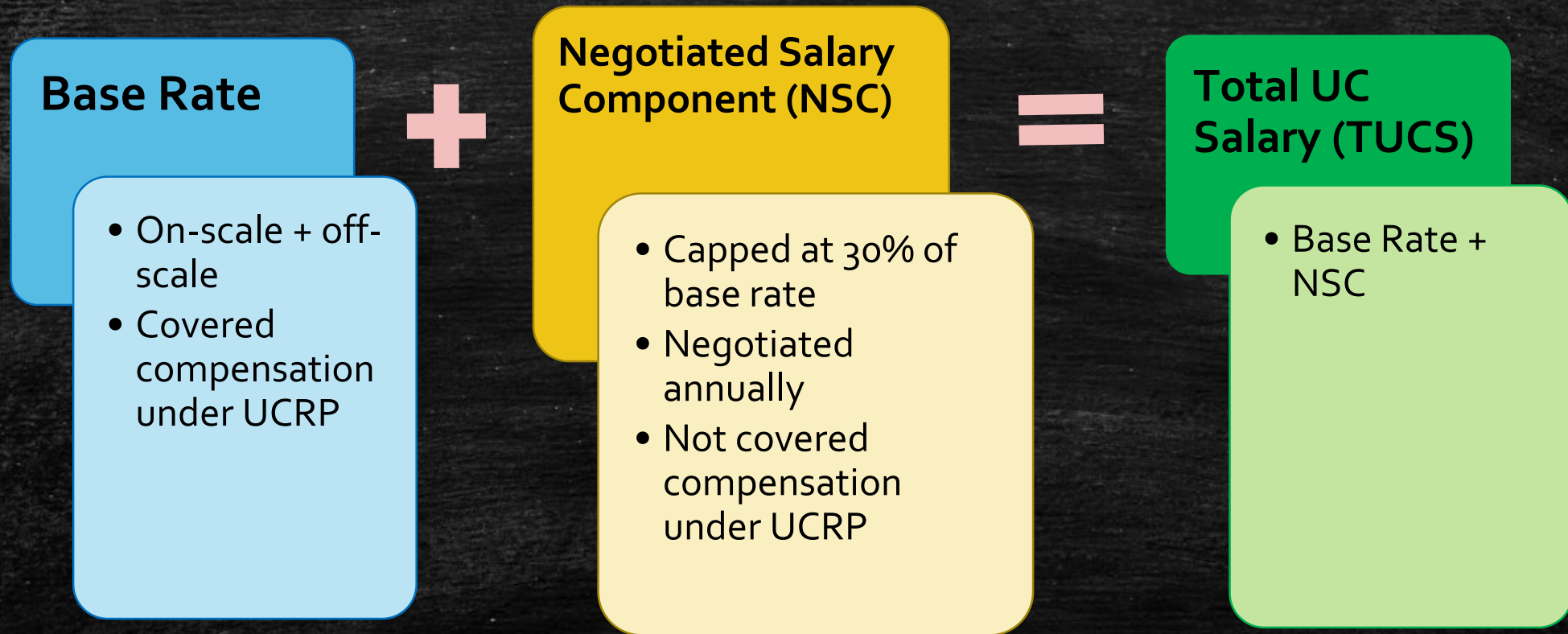
April 16, 2025

Negotiated Salary Program (NSP)

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)

Compensation Components



Eligibility & Participation Requirements

- Senate faculty only
 - Part-time faculty may participate on a pro-rate basis
- Must apply every year
- Participating faculty must remain in good standing

Good Standing Requirements

University Policies and Procedures

Conflict of interest

Conflict of Commitment (APM 025)

Faculty Code of Conduct

Lab Safety

Contract & Grant management policies, guidelines, and effort reporting requirements

Fulfillment of all faculty duties (teaching, research, service) – course buyouts NOT permitted

Required Training

Harassment and Discrimination Prevention

Workplace Violence Prevention

Lab Safety Training

Ethics and Compliance training

Abusive Conduct training

Cybersecurity Awareness fundamentals

Funding Requirements

- Allowable funding for negotiated component must come from external funds
- Funding must be awarded and received by UCSB prior to participation year
 - e.g. funds used for program year 2025-26 must be deposited by June 30, 2025
- Must have sufficient funding to cover entire year
 - Including NSP participation costs
- Agency/sponsor policies still apply, e.g. NSF 2-month maximum; NIH salary cap

Where can funding come from?

Eligible External Funds

Extramural contracts and grants
Endowment or gift income
Royalties
Licensing fees or patent funds

Non-Eligible Funds

State-appropriate general funds
UC general funds
Chancellor fellow's funds
Overhead recovery funds
Student tuition funds or other internal sources

Note: for more information about whether a specific award/grant/contract is allowed to be used for NSP, please contact the funding agency, Sponsored Projects Office, or Development Office.

Capped funds

- NIH cap: \$169,275/year (AY) as of Jan 1, 2025
- If TUCS exceeds NIH cap, the cap gap *must* be fully covered for the entire academic year
- Allowed funds for cap gap:
 - *Unrestricted, non-State* funds
 - May NOT use federal funds, state General Funds or other contract & grant funds

Contingency Plan

- Ensures coverage of participant's TUCS obligations in case of an unforeseen event
- Every participant contributes designated percentage of their NSC to the plan
 - Set by Deans, minimum 10%
- Eligible fund sources for contingency fund contributions:
 - Ideally same source as NSC
 - Can use other funds, e.g. professional/self-supporting degree fees, Summer Session fees
- Surplus contingency funds → grad student support

Other Compensation Matters

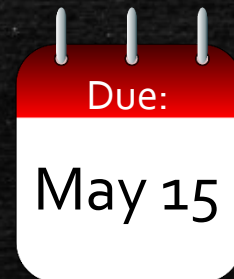
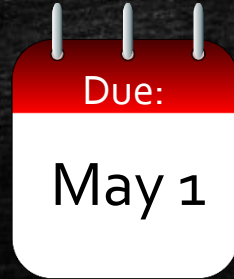
- Summer Salary
 - Must be maximized to the extent possible, prior to utilizing NSP
 - Paid out at TUCS rate
 - Base Rate paid from usual summer salary sources
 - NSC increment paid from NSP funds
 - If on capped funds, may have cap gap filled or unfilled (summer only!)
- Salary increases (from M/P actions or range adjustments) won't affect overall TUCS
 - Base Rate goes up as a result of the increase
 - NSC portion goes down
 - TUCS remains the same for the duration of the program year

Other Program Rules

- Participation automatically ends June 30 of the participation year
 - New application must be submitted to continue participation in the next year
- Early withdrawal from NSP is *not* allowed, unless the participant:
 - Separates/retires from the University
 - Moves to an ineligible title
 - Falls out of Good Standing (incl. official disciplinary action)
 - Receives an increase in Base Salary that subsumes the NSC
- Retroactive participation is not permitted

Annual Application Process

Step 1 Faculty member	Step 2 Department	Step 3 Dean	Step 4 AVC
Ensure participation criteria are met.	Verify authorized funds available to cover request and contingency plan	Reviews proposal for accuracy	Reviews applications for compliance, accuracy, compiles data for campus review and systemwide reporting.
Confirm funding availability with department staff	Fund Manager/MSO: submits Fund Manager Certification Form to Dept Chair – due Apr 15	Confirms Good Standing and completes compliance checks	Make final determination of NSP request
Initiate & complete Faculty Request Form; send to Dept Chair	Dept Chair confirms good standing; completes Chair/Dean Certification Form; sends all forms to Dean	Sign Chair/Dean Certification Form & route documents to AVC	Notify Chair, Dean, and EVC of final decision



More Information

- <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 the AY

OTPs and Intercampus Payments/Appointments

Faculty Consultant Payments

- For occasional consulting or participation in projects that do not fall within the normal duties of the individual
- Rate is negotiated, based on daily rate + 30%
- # of days = Negotiated amount \div (daily rate+30%)
- Only faculty (Senate and Unit 18) are eligible
- Pay during summer counts towards 3/9ths summer salary max

Honorarium

- Any academic employee eligible, for:
 - Work related to University-sponsored conferences/panels
 - Occasional lectures/seminars beyond normal job responsibilities
 - Creative work unrelated to primary job responsibilities
- Restrictions:
 - May not be paid using State (19900) funds
 - Max \$2500 per event (up to \$5000 by exception)
 - Total HON payments may not exceed 10% of the annual base salary
- Pay during summer counts towards 3/9ths summer salary max

One-Time Additional Pay – UC Path Request

- UC Path Certification & Input Request form on AP Folio
 - [User Guide](#) available on the Cert Form landing page
 - For UCSB employees only (for Intercampus Payments - use appropriate forms OTP/MLA)
- Begin & End Dates:
 - Honorarium: reflect when work was actually performed
 - Faculty Consultant: in accordance with # of days as computed by daily rate
 - Housing Allowance: MO pay period, but include date/pay cycle pay should be disbursed
- Fund Source:
 - Ensure accurate entry & appropriate for pay type
- Comments:
 - Justification/explanation of work done
 - Any additional/background information pertinent to the request
- Observe [AP's payroll submission deadline](#)

UCPath Certification Request 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.



Timing of Payment:

- One Time Payment requests in the UCPath Cert are audited by the Policy Analyst **prior to** any action taken in UCPath.
- Requests submitted close to the current payroll OTP deadline will likely be paid out on the **following month's** on-cycle payroll process.

Other Additional Compensation during AY

- University Extension (PaCE) Teaching
 - During AY: counts toward 39-day limit
 - During summer: counts toward 3/9 maximum
 - Payroll information is provided by Extension and uploaded by BFS Payroll
- Administrative Stipends
 - Department Chairs/Unit Directors - approved annually by EVC or VCR
 - Position Funding managed by the department
 - Recurring Additional Pay input managed centrally by AP
 - Depts can verify STP information in Self Service Transaction Links>Additional Pay link
 - Refer to [Academic Stipends in UCPATH](#) job aid for detailed information
- Faculty Recruitment (aka Housing) Allowance
- Chancellor's Initiative for Assistant Professor Infant Care

Intercampus Payments

- A UC employee performs work on another UC campus
- Two types of payments/appointments:
 - One-Time Payment (OTP) for short-term events/activities
 - e.g. one-time lectures, creative work, or occasional consultant services
 - Multi-Location Appointment (MLA), for ongoing activity
 - e.g. teaching a class for a quarter
- Payments during the summer count toward the 3/9th limit
- Home campus has final authority on payment allowability 
- All forms MUST route through AP office! 
- Fillable form on AP website under 'Forms': <https://ap.ucsb.edu/forms/>

Intercampus Payment Forms – where do they go?



If UCSB is the HOST Campus:

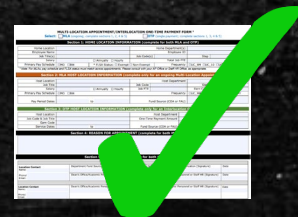
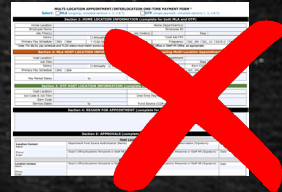


If UCSB is the HOME Campus:



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



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

Job Codes and Earn Codes for Intercampus OTP/MLA

- One time lecture/talk/presentation at a University-sponsored workshop:
 - Job code/title: 1650/Guest Lecturer
 - Earn code: HON
- Other miscellaneous work unrelated to the primary duties (e.g. serving on PRP committee)
 - Job code/title: 3999/Miscellaneous
 - Earn code: HON
- Faculty Consulting work
 - Job code/title: 3700/Faculty Consultant
 - Earn code: FCA
- MLAs: remember that FLSA/pay basis must match between home and host campus appointments!

Release to Grant 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 buy-out:** a specific type of release-to-grant
 - % 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*
- First obtain approval from your Dean's office
- 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
- Recommended: funding unit initiates the request
- Be aware: this process can take time to fulfill!

Timeline Considerations for RTG > 50%

- 1) AP creates Researcher position & emails position# to department
- 2) Department:
 - a) Ensures position attributes are correct
 - b) Funds position
 - c) Initiates Concurrent Hire into the new Researcher position
- 3) AP approves the Concurrent Hire; routes to UCPC for fulfillment
- 4) Upon fulfillment of hire by UCPC, AP reduces Professorial appointment
- 6) Department follows up on pay actions, as needed:
 - Overpayment if the Faculty position FTE decrease is past the payroll deadline
 - Missed pay if the Researcher hire transaction is fulfilled past the payroll deadline

**note - coordinate over/missed pay actions with BFS to reduce impacts to employee.*

Other Release to Grant Considerations

- Potential for different CBR because of different position (different rate for Professor vs “other academic” [Researcher])
- Potential for sick/vacation accrual, depending on the length and FTE of Researcher position
- Funding agencies may have limitations on ability to do salary cost transfer if RTG is processed too late
- If both home department and funding unit prefer to use dual-position method regardless of % release, this is okay, too!
 - But remember: you *cannot* use the fund-split method if the release > 50%, you *must* use the dual-position method in that case

Additional Compensation during Summer

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>

Job Codes for Summer Salary

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	Corresponding 1/9 titles for: Lecturer Continuing Lecturer/Sr. Continuing Lect	1632 1633/1643	

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

Additional Compensation for other types of employees

- Must have active employment on which to put *additional* compensation
- Unit 18 Lecturers
 - May earn summer comp only if they are appointed on 9/12 pay basis
 - Cannot receive add'l comp while on SWB!
 - During the academic year: only if work falls outside normal duties (e.g. criteria for FCA, HON), otherwise, must be paid as IWC
- WOS employees (e.g. Adjunct, Visiting) CANNOT earn summer salary
- Retiree? Simple recall at any time (no concept of “summer” salary)
- AY employees < 100%? Pro-rated amounts

Summer Salary Scenarios

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

Summer Salary Scenarios – payroll

- 1/9th payment (19 days) in August:
 - Job runs 8/1 - 8/31 @ 100% time
 - Service period is 19 days, track exact dates offline
- More than 1/9th (23 days) in July:
 - $23 \text{ days} \div 19 \text{ days} = 1.2105$
 - Can't have a job > 100% !
 - Two separate jobs (unique position # for each one):
 - Both jobs run 7/1 - 7/31
 - One at 100%
 - Another one at 21.05%
 - *(or any other combination adding up to 1.2105)*

Summer Salary Scenarios – payroll, cont'd

- Less than 1/9th (10 days) in September:
 - 10 days ÷ 19 days = 0.5263
 - Job runs 9/1 - 9/30 @ 52.63% time
 - Service period is 10 days, track exact dates offline
- Flat rate of \$5000 paid in June:
 - Faculty member's 1/9 rate is \$14,000
 - $\$5000 \div \$14,000 = 0.3571$
 - Refer to 19-day chart: closest value is 0.3684 (7 days)
 - Payroll: job runs 6/1 - 6/30 @ 35.71 %
 - Internal/offline records: track the 7 days of effort for future audit purposes

NIH Cap Restrictions

- Currently monthly max: **\$18,808.33** (as of Jan 1, 2025)
- Only affects faculty who earn more than **\$169,275** ($\$18,808.33 \times 9$) annually
- Can you fill in the “gap” between their salary and the NIH cap?
 - Only with *unrestricted, non-State* funds
 - May NOT use State General Funds or other contract & grant funds
 - See APM 667 and UCOP Research and Technology Transfer Memos
- Additional information available in relevant job aids

Summer Research Comp + Summer Teaching

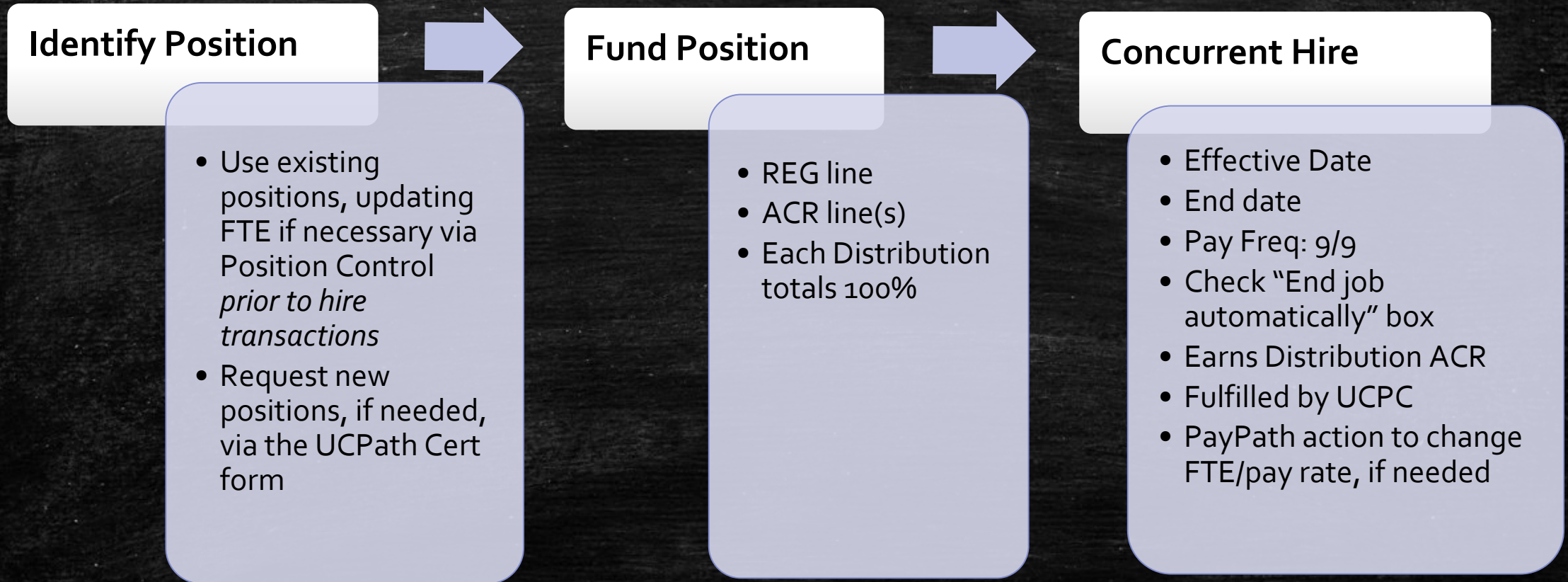
- Professor Coulson is teaching during this Summer:
 - Session term runs Aug 5 - Sep 13
 - Total payment is \$10,700
 - Summer Sessions tells you this work comprises 25% effort (BYH info)
- Restrictions:
 - \$10,700 counts towards the maximum 3/9ths \$ amount allowed for summer
 - e.g. if 3/9ths of his salary is \$42,000, then he can only take up to \$31,300 in summer research salary this year
 - During 8/5 - 9/13, Prof. Coulson may only put up to 75% effort on other grants

Merits and Promotions effective July 1

- All June summer salary can be input as soon as possible, as normal
- If 7/1 MP action has already been finalized (or no MP action pending):
 - July-Sep summer salary can also be input as soon as possible
- If 7/1 MP action is currently still pending:
 - Try to wait until case is finalized before inputting July-Sep summer salary
- Summer salary already in UC Path prior to 7/1 and then merited?
 - Must manually adjust the comp rate for July/Aug/Sep summer salary
 - Potentially also FTE, e.g. for flat rate payments





UC Path Procedure

- Summer Salary transactions are managed by Departments



UC Path Procedure – Overview

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](#)
- [Salary Cap - Not Filling the Gap](#)

Detailed resources available on the AP Website:

[Resources for Department Analysts > UCPath](#)

Summer Salary Action Steps

Lists steps & provides links to all resources available for that step

Step	Action Type	Actions	UCPath Component	UCPC Resources
1	Position	Review existing positions; identify position numbers to use; identify position updates needed.	Vacant Budgeted Positions	View Vacant Budget
			Add/Update Position	View Position Inform
		Update positions; increase/decrease FTE; validate all other position data points.	Position Control Request	Initiate Update Vaca
		Request new positions, if needed.	AP Folio UCPath Certification	
2	Funding	Review existing position funding; identify funding entry/updates needed.	Funding Entry Inquiry	View Funding Entry
		Enter/update funding as needed.	Funding Entry	Submit New Position
		Enter funding in MCOP, if fund source has Salary Cap: *Fund sources with Salary Cap require Hire be fulfilled and Job Record active before the Worksheet link is available on the Funding Entry page.	Funding Entry: Salary Cap/MCOP Funding Worksheet	Submit New Position

Position

- Review existing positions
 - Identify positions & attributes in **Vacant Budgeted Positions** or **Data Warehouse** report
 - Request new positions (AP Folio UCPATH Cert) if needed
- Update position attributes via Position Control
 - Best Practice - use a date in advance of the start of the summer salary
 - e.g 5/15 for a 6/1 Hire
 - Update FTE and validate/correct all other position attributes as needed
 - If position is to be used for multiple months, can only set up the 1st month via Position Control
 - Future months set up occurs via PayPath once employee record is active
 - Reminder: effective dates on Positions can only be used once - corrections need to be submitted to UCPC via a Case; Best Practice - use an earlier date for Position Control actions
 - this allows you to make additional updates if something changes, or new corrections are identified
 - Route to AP for approval

Funding

- Enter an REG line (blank earn code) with account string & 100% Dist.
- Add (+) ACR line(s) with account string information
 - Total Distribution Percent across all lines equal to 100% (one line = 100; two lines = 50/50)
 - Since summer salary is all paid out under ACR earn code, this is the fund the payment will issue from
- Funding entry can be input prior to initiating the hire transaction
 - **Exception:** if fund is capped (e.g. NIH) - the link to the required MCOP worksheet will not appear within the Funding Entry component until after the incumbent is hired into the position
- Questions about the Funding module should be directed to [BFS](#)

Funding (not including Capped funds)

New Window | Help

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						<input type="checkbox"/>

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	410000	10000	00000		02	SBFIN					08/31/2018	100.000
2	2	000064278	8	010000	410000	10000	00000		02	SBFIN						100.000

Budget Distribution Details

ACR line(s):

- can have more than one entry
- total Distribution of all ACR must equal 100%

“Blank” Ern Cd line is the REG entry

Capped Funds – Above the Cap Funding Entry Instructions

- If compensation falls below the NIH Cap, follow the general instructions provided in previous slides & corresponding reference documents
 - Use faculty member's ACTUAL salary, not NIH cap
- If compensation falls above the NIH Cap:
 - Options:
 - Fill the gap between NIH cap and faculty's actual salary
 - Leave the gap as-is - faculty only receives pay up to the Cap
 - Refer to the Job Aids (listed in next slide) for step-by-step instructions

Remember: the Hire must be processed BEFORE funding entry - the MCOP Worksheet link will not appear in the Funding Entry screen until the employee record is active in UCPath

Capped Funds: Salary is above the Cap – Job Aids


Job Aid	Funding Entry	PayPath Action
<u>Filling the Gap</u>	Enter fund information into <i>Salary Cap/ MCOP Funding Worksheet</i>	No Action
https://ap.ucsb.edu/resources.for.department.analysts/ucpath/Salary.Cap.Filling.the.Gap.Job.Aid.pdf		
<u>Not Filling the Gap</u>	Enter fund information into <i>Salary Cap/ MCOP Funding Worksheet</i>	Add GAP Earn Code and % and reduce ACR % (JED)
https://ap.ucsb.edu/resources.for.department.analysts/ucpath/Salary.Cap.NOT.Filling.the.Gap.Job.Aid.pdf		

Hire Template – Concurrent vs Rehire

Concurrent Hire

- Academic Concurrent Hire Reason Code
- Creates *new* Employee Record number
- **MUST** be used when employee DOES NOT already have an existing inactive job record in your department
- May be used in lieu of Rehire template, *however*, this will add new employee record #s

Rehire

- Academic Concurrent Hire Reason Code
- Uses an *existing* Employee Record # (stacks new appt on previous record)
- **SHOULD** be used **IF** employee has an existing inactive job record in **your dept**
 - *Do NOT use inactive employee records from outside departments!* 
- Initiator must select Employee Record # to be used in Rehire Template, prior to submitting transaction for approval

Departments are responsible for reviewing the employee's *Person Org Summary*, understanding the implications of each template, and determining the best practice for their department

Reference: [Summer Salary Position/Hiring Job Aid](#)

Hire Template

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		

1. Pay Components should match the Professorial position.

2. Include the Expected Job End Date & End Job Automatically checkbox.

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

3. JED information MUST be on the Hire transaction:

- Earnings Distribution = 'By Percent'
- Earnings Code = 'ACR'
- Percent Distribution = 100%

Work Location - Expected Job End Date

Expected Job End Date: 06/30/2021

☒ End Job Automatically

Once Hire template is approved, PayPath txns can be processed for remaining summer months

Job Information Details ?

Effective Date 07/01/2024

Effective Sequence 0

HR Status Active

Payroll Status Active

Job Code 003205

Entry Date 07/01/2024

Supervisor Level

Supervisor ID

Reports To 40035797

Regular/Temporary Not Applicable

Empl Class Non Fac

Regular Shift Not Applicable

Classified Ind Academic

Standard Hours ?

Standard Hours 40.00

FTE 1.000000

Action Rehire

Reason Academic Concurrent Hire

Position Data

Position Number: 40191130 RES-LR SCL-AY-1/9

Effective Date: 08/01/2024

Position Change Reason: TRT Temporary Reduction in Time

Action: POS

New Values to update

Business Unit: SBCMP UC Santa Barbara Campus

Department ID: CHEM CHEMISTRY DEPT

Location: CHEMI-1005 Chemistry

Job Code: 003205 RES-LR SCL-AY-1/9

Union Code: 99 Non-Represented

FLSA Status: Exempt

Reports To Position: 40035797 DEPARTMENT CHAIR

Sal Admin Plan: T001

Salary Grade: 1

Standard Hours: 6.32

FTE: 0.157900

Position Data

Position Number: 40191130 RES-LR SCL-AY-1/9

Effective Date: 09/01/2024

Position Change Reason: TIT Temporary Increase in Time

Action: POS

New Values to update

Business Unit: SBCMP UC Santa Barbara Campus

Department ID: CHEM CHEMISTRY DEPT

Location: CHEMI-1005 Chemistry

Job Code: 003205 RES-LR SCL-AY-1/9

Union Code: 99 Non-Represented

FLSA Status: Exempt

Reports To Position: 40035797 DEPARTMENT CHAIR

Sal Admin Plan: T001

Salary Grade: 1

Standard Hours: 31.58

FTE: 0.789500

Existing Values

Current Effective Date: 10/01/2024

Business Unit: SBCMP UC Santa Barbara Campus

Department: CHEM CHEMISTRY DEPT

Location: CHEMI-1005 Chemistry

Job Code: 003205 RES-LR SCL-AY-1/9

Union Code: 99 Non-Represented

FLSA Status: Exempt

Reports To Position: 40035797 DEPARTMENT CHAIR

Sal Admin Plan: T001

Salary Grade: 1

Standard Hours: 31.58

FTE: 0.789500

Job Data and PayPath

- Department validates attributes in Job Data- (FTE, JED, pay components, etc.)
 - If corrections are needed, department initiates PayPath action and/or UCPC Case, as needed
- Department updates Position and Job Data attributes via PayPath (or Case if needed)
 - E.g. FTE changes for future months, M&P increases, JED corrections, etc.
 - AP-Path approves: confirms data elements are input; does not validate attributes are correct
- Be aware of retroactive actions
 - If pay has been issued on the record, the retro-module:
 - **Will** pick up and pay salary increases on the next on-cycle check
 - **Will not** pick up FTE changes - department must initiate missed/over pay via BFS ServiceNow
 - Changes **must** be in Job Data before corrections to pay can be processed by BFS
 - If future dated rows exist in Job Data, retroactive changes may overwrite future data points erroneously
 - Review Job Data to determine corrective action (PayPath or Case)
 - Pay attention to timing - this may lead to over/missed pay requiring additional action

When do I need to initiate a Case with UCPC?

- To update the FTE on a record where the “date is taken” (e.g. FTE was updated on that date based on original summer salary calculations; now the faculty increased the number of days they want to receive pay in that month which requires an FTE update on that same date.)
- When a record is inactive - (e.g. In September you retroactively hire Prof. Jones to receive summer salary for July and August and set the record to auto-terminate so pay does not issue in September; then the FTE for the August summer payment needs to be updated, but the record is inactive.)

Best Practices: Summer Research Salary in UCPath

- Use the same Positions and Employee Record Numbers with the same faculty each year - this allows you to view the history of summer salary each year on the same record (stacks records)
- Update position FTE via Position Control with an advanced date - leave room for corrections (e.g. Update the position effective 5/15 for a 6/1 Hire)
- Fund the position before initiating the Hire transaction
 - (Exception: Salary Cap / MCOP Funding worksheet is not available until **AFTER** the incumbent is hired into the position)
- Pay attention to [Payroll deadlines](#) and timing of actions
 - Process in time for pay deadlines whenever possible
 - Identify when missed pay/over pay needs to be initiated with BFS
- Paychecks can be reviewed in advance on Pay Confirm days - refer to [Payroll Calendar](#) and be proactive when possible

Other General Strategies and Best Practices

- Consult commitment sheet for startup 1/9ths exact amounts
- Advise faculty to consult with their tax advisor if they are concerned about the withholding amounts over the summer
- AP will not validate your calculations, so be sure they are correct
- Remember that a day can only be used *once*
- Check the “End job automatically” box! (Txn will be denied otherwise)
- No such thing as “summer salary” for retirees- it’s just a Recall appointment and can be paid any time during the year!
- Coordination when multiple departments/units are involved
 - Ensure maximum values (e.g. not re-using a day, \$ amount max) are not exceeded
- Post-audit job record in UCPath to fix any potential issues *prior* to pay

Other Resources

- Academic Personnel website
 - <https://ap.ucsb.edu/>
- Red Binder
 - Sections VI 10-17
- APM 600
- UCPATH:
 - 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/>)

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