Agenda

- Outside Activities
- One-time Additional Pay and Intercampus Payments
- Release to Grant
- Summer Salary
- UCPath Procedure
- Best Practices
Activities outside UC

- APM 025, RB I-29, Conflict of Commitment and Outside Prof. Activities
- All Senate and Adjunct faculty >= 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
- Reported in OATS (Online Activity Tracking System)
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 ÷ (daily rate + 30%)
- Only faculty (Senate and non-Senate) 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 (1990) 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 (Inter-Campus 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
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.
Intercampus Payments

- A UC employee performs work on another UC campus

- Two types of payments/appointments:
  - One-Time Payment (UPAY 664C-T), for short-term events/activities
    - e.g. one-time lectures, creative work, or occasional consultant services
  - Multi-Location Appointment (UPAY 560-T), for ongoing activity
    - e.g. teaching a class for a quarter

- Forms route through Academic Personnel office

- Fillable forms on AP website under ‘Forms’: https://ap.ucsb.edu/forms/
Intercampus Payment Forms – where do they go?

If UCSB is the HOST Campus:

Obtain home campus appt info ➔ Verify fund source authorized for payment ➔ Send form to UCSB AP Office for review ➔ UCSB AP Office processes payroll

If UCSB is the HOME Campus:

Assist host campus as needed ➔ Host campus sends form to UCSB AP Office ➔ Home Dept signs form and returns it to UCSB AP Office ➔ Host campus processes payroll
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 input centrally by AP

- 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
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 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!**
- May NOT be administered as “fund split” on Professorial position
- Contact Dean’s office for approval/proper procedure
Extramurally Funded Research—payroll matters

- Grant-funded portion must be under corresponding Researcher title (NOT professorial title) below
- Professorial title % time must be reduced accordingly
- Pay basis remains at 9/12

<table>
<thead>
<tr>
<th>Underlying Faculty Title</th>
<th>Release to Grant Title</th>
<th>General Job Code</th>
<th>B/E/E Job Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Professor / LPSOE</td>
<td>Assistant Researcher-AY</td>
<td>3223</td>
<td>1985</td>
</tr>
<tr>
<td>Associate Professor / LSOE</td>
<td>Associate Researcher-AY</td>
<td>3213</td>
<td>1983</td>
</tr>
<tr>
<td>(Full) Professor / Sr. LSOE</td>
<td>Researcher-AY</td>
<td>3203</td>
<td>1981</td>
</tr>
</tbody>
</table>
Release to Grant/Course Buyout (UC Path request)

- 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 buyout: dates correspond to release dates prescribed by grant
- Be aware: this process takes longer to fulfill (earlier deadlines may apply)
- Recommended: funding unit initiates the request
Timeline Considerations – flow of events

1) AP sets up appropriate Researcher position & notifies dept of Position #
2) Department reviews position attributes and funds position
3) Department performs concurrent hire into this new position
4) AP approves the concurrent hire, routes to UCPC for fulfillment
5) 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.
Additional Compensation During the Summer

- General Info
- Summer Salary Scenarios
- Other Considerations
- UCPath Procedure
- Strategies and Best Practices
# Available Dates for 2021 Summer Salary

<table>
<thead>
<tr>
<th>Pay Dates</th>
<th>Service Dates</th>
<th>Max Days</th>
<th>Max % time</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 1 - 30</td>
<td>June 12-30</td>
<td>13</td>
<td>0.6842</td>
</tr>
<tr>
<td>July 1 - 31</td>
<td>July 1-31</td>
<td>22</td>
<td>1.1579</td>
</tr>
<tr>
<td>Aug 1-31</td>
<td>Aug 1-31</td>
<td>22</td>
<td>1.1579</td>
</tr>
<tr>
<td>Sep 1 - 30</td>
<td>Sep 1-18</td>
<td>13</td>
<td>0.6842</td>
</tr>
</tbody>
</table>

# Job Codes for Summer 1/9ths

<table>
<thead>
<tr>
<th>Underlying Faculty Title</th>
<th>Summer Salary Title</th>
<th>General Job Code</th>
<th>B/E/E Job Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Professor / LPSOE</td>
<td>Assistant Researcher (1/9)</td>
<td>3225</td>
<td>1986</td>
</tr>
<tr>
<td>Associate Professor / LSOE</td>
<td>Associate Researcher (1/9)</td>
<td>3215</td>
<td>1984</td>
</tr>
<tr>
<td>(Full) Professor / Sr. LSOE</td>
<td>Researcher (1/9)</td>
<td>3205</td>
<td>1982</td>
</tr>
<tr>
<td>Unit 18 doing research</td>
<td>Appropriate 1/9 Researcher title as above</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unit 18 doing teaching-related work</td>
<td><em>Corresponding 1/9 titles for:</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lecturer/ Sr. Lecturer</td>
<td>1632/1642</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Continuing Lecturer/Sr. Continuing Lect</td>
<td>1633/1643</td>
<td></td>
</tr>
</tbody>
</table>
Earn Codes for Summer Salary

- ACR - research
- ACA - Senate Awards (per award letter instructions)
- ACS/ASN - teaching (input by Summer Sessions)
- Other codes? Consult AP office
Additional Compensation for other types of employees

- Must have active employment on which to put *additional* compensation

- Unit 18 Lecturers
  - May earn summer comp if 9/12
  - If pre-six: must have approved, active appointment the following Fall (e.g. to get M’21 summer comp, must have F’21 appt in UCPath starting 7/1)
  - During the academic year: only if falls outside normal duties (e.g. criteria for FCA), 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

- **1/9<sup>th</sup> payment (19 days) in August:**
  - Job runs 8/1 - 8/31 @ 100% time
  - Service period is 19 days, track exact dates offline

- **More than 1/9<sup>th</sup> (22 days) in July:**
  - 22 days ÷ 19 days = **1.1579**
  - 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 **15.79%**
    - (or any other combination adding up to 1.1579)
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 ÷ $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: $16,608.33 (as of Jan 3, 2021)
- Only affects faculty who earn more than $149,400 ($16,608.33 x 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
Summer Research Comp + Summer Teaching

- Professor X is teaching during Summer:
  - Session B term runs Aug 2 - Sep 10
  - Total payment is $8500
  - Summer Sessions tells you this work comprises 25% effort

- Restrictions:
  - $8500 counts towards the maximum 3/9ths $ amount allowed for summer
  - During 8/2 - 9/10, Prof. X may only put up to 75% effort on other grants
Merits and Promotions effective July 1

- All June summer salary can be requested as soon as possible, as normal
- If 7/1/21 MP action has already been finalized (or no MP action pending):
  - July-Sep summer salary can also be requested as soon as possible
- If 7/1/21 MP action is currently still pending:
  - Try to wait until case is finalized before requesting 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

**Identify Position**
- Use existing positions
- Update FTE if necessary via Position Control *prior to hire transactions*
- Request new positions, if needed, via the UCPath Cert form

**Fund Position**
- REG line
- ACR line(s)
- Each totals 100%

**Concurrent Hire**
- Effective Date
- End date
- Pay Freq: 9/9
- Check “End job automatically” box
- Earns Distribution ACR
- Fulfilled by UCPC
- PayPath action to change FTE/$$, if needed
## 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

**Summer Salary Action Steps**

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action Type</th>
<th>Actions</th>
<th>UCP Path Component</th>
<th>UCPPC Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Position</td>
<td>Review existing positions; identify position numbers to use; identify position updates needed.</td>
<td>Vacant Budgeted Positions</td>
<td>View Vacant Budget</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Update positions; increase/decrease FTE; validate all other position data points.</td>
<td>Add/Update Position</td>
<td>View Position Inform</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Request new positions, if needed.</td>
<td>Position Control Request</td>
<td>Initiate Update Vacant</td>
</tr>
<tr>
<td>2</td>
<td>Funding</td>
<td>Review existing position funding; identify funding entry/updates needed.</td>
<td>Funding Entry Inquiry</td>
<td>View Funding Entry</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Enter/update funding as needed.</td>
<td>Funding Entry</td>
<td>Submit New Position</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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.</td>
<td>Funding Entry: Salary Cap/MCOP</td>
<td>Submit New Position</td>
</tr>
</tbody>
</table>

Detailed resources available on the AP Website:
Resources for Department Analysts > UCP Path
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
  - 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
  - Route to AP for approval

Funding

- Best Practice: Complete funding entry prior to initiating the hire transaction (except if fund is capped)
- Enter a “blank” REG line- include account string, per normal
- Add ACR line(s) with account string (Total Distribution = 100%)
  - Since summer salary is all paid out under ACR earn code, this will be the payment source

Resource - Summer Salary Funding Entry:
Funding (not including Capped funds)

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
  – Refer to the Job Aids (listed in next slide) for step-by-step instructions

Note: 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 – Job Aids

<table>
<thead>
<tr>
<th>Job Aid</th>
<th>Funding Entry</th>
<th>PayPath Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Filling the Gap</strong></td>
<td>Enter fund information into <em>Salary Cap/MCOP Funding Worksheet</em></td>
<td><strong>No Action</strong></td>
</tr>
<tr>
<td><strong>Not Filling the Gap</strong></td>
<td>Enter fund information into <em>Salary Cap/MCOP Funding Worksheet</em></td>
<td>Add GAP Earn Code and % and reduce ACR % (JED)</td>
</tr>
</tbody>
</table>
Hire Template – Concurrent versus Rehire

The Concurrent Hire or Rehire template may be used, depending on the circumstance:

- **Academic Concurrent Hire** template, with Academic Concurrent Hire Reason Code:
  - Creates a *new* Employee Record Number
  - **MUST** be used when the employee DOES NOT have an existing inactive job record
  - **MAY** be used in lieu of the Rehire template, *however*, this will ADD further employee record #'s

- **Rehire Academic** template, with Concurrent Non-Dual Employment Reason Code:
  - Uses an *existing* Employee Record Number
  - Should be used IF the employee has an existing inactive job record in UCPaht
  - Requires initiator to select the Employee Record Number to be used in the Rehire Template prior to being able to submit transaction for approval

- Departments are responsible for reviewing the employee’s *Person Org Summary*, understanding the implications, and determining their internal best practice.

Reference - Summer Salary Position/Hiring Job Aid:
Hire Template

1. Pay Components should match the Professorial position.

2. JED information MUST be on the Hire transaction:
   - Earnings Distribution = “By Percent”
   - Earnings Code = “ACR”
   - Percent Distribution = 100%

3. Include the Appt. End Date and End Job Automatically checkbox.
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

- 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 initiates 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
Best Practices: Summer Research Salary in UCPath

- Update position FTE via Position Control with an advanced date - leave room for corrections
- Fund position prior to initiating a Hire transaction, (except in Over the Cap situations)
- 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
- Corrections to Position data where the date is “taken” require a Case with UCPC
- 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
- Check the “End job automatically” box!
- 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/)
<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joanie Vogel</td>
<td>x 3445</td>
<td><a href="mailto:joanievogel@ucsb.edu">joanievogel@ucsb.edu</a></td>
<td>Intercampus payments</td>
</tr>
<tr>
<td>Lia Cabello</td>
<td>x 5979</td>
<td><a href="mailto:lia.cabello@ucsb.edu">lia.cabello@ucsb.edu</a></td>
<td>Social Sciences, CCS, Academic Programs, Education, HFA</td>
</tr>
<tr>
<td>Helly Kwee</td>
<td>x 5428</td>
<td><a href="mailto:helly.kwee@ucsb.edu">helly.kwee@ucsb.edu</a></td>
<td>MLPS, Bren, Library, Engineering</td>
</tr>
<tr>
<td>Tamara Berton</td>
<td>x 5429</td>
<td><a href="mailto:tamara.berton@ucsb.edu">tamara.berton@ucsb.edu</a></td>
<td>UCPath Manager</td>
</tr>
<tr>
<td>June Betancourt</td>
<td>x 5728</td>
<td><a href="mailto:june.betancourt@ucsb.edu">june.betancourt@ucsb.edu</a></td>
<td>Associate Director</td>
</tr>
</tbody>
</table>