Agenda

- Outside Activities
- One-time Additional Pay and Intercampus Payments
- Additional Compensation during the AY
- Additional Compensation during the Summer
- UCPath Procedure
- Best Practices
Activities outside UC

- APM 025, RB I-29

- Conflict of Commitment and Outside Professional Activities
  - All senate faculty 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)
One-Time Additional Pay Scenarios

▪ Faculty consultant services
  – Consulting or participation in projects that do not fall within the normal duties
  – Rate negotiated, based on daily rate + 30%
  – # of days: Negotiated rate / (daily rate + 30%)

▪ Honorarium
  – Work related to University-sponsored conferences, or creative work unrelated to primary job responsibilities
  – Observe limits prescribed by RB VI-17

▪ Housing allowance
  – Can be done off-cycle. If time-sensitive, CALL US after submitting form

▪ Intercampus Payments
One-Time Additional Pay – UC Path Request

- UC Path Certification & Input Request form on AP Folio
  - New 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: 07/01/2020
End Date: 07/03/2020
Fund Source: 0166021 19900 0

Comments: Professor Smith of FRIT will work with the History department to translate historical documents from French to English
Intercampus Payment Forms – where do they go?

If we are the Host campus

Dept contacts home campus for info on the home campus appt. Ensure fund source is authorized for payment. Prepare and send Intercampus Payment form to UCSB AP office

UCSB AP office will review form and forward to the home campus AP office

Host school's home department will sign form and forward to UCSB AP for payment

If we are the Home campus

Department assists host campus in completing form by supplying info as requested

Host campus obtains approvals for necessary form(s)

Host campus processes payroll action to issue payment
# Intercampus Payment—payroll considerations

<table>
<thead>
<tr>
<th>Both Home and Host campuses on UC Path</th>
<th>Process one-time payment form to ensure there are no conflicts. Host campus: create position/job, job code 1650, with zero comp rate and one-time additional pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home campus on UC Path; Host campus on PPS</td>
<td>Process one-time payment form to ensure there are no conflicts. Home campus: create position/job, job code 1650, with zero comp rate, one-time additional pay, Accounting as the home department, suspense account used as funding source.</td>
</tr>
<tr>
<td>Home campus on PPS; Host campus on UC Path</td>
<td>Process one-time payment form to ensure there are no conflicts. Home campus issues one-time pay. Accounting journals the expense to the host campus</td>
</tr>
</tbody>
</table>
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
  - Payroll input managed centrally by AP
  - Departments can verify STP information in PayPath>Additional Pay Data tab
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**: same, but 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

- 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></th>
<th>General</th>
<th>B/E/E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Researcher</td>
<td>3223</td>
<td>1985</td>
</tr>
<tr>
<td>Associate Researcher</td>
<td>3213</td>
<td>1983</td>
</tr>
<tr>
<td>Researcher</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
- Be aware that 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, sends to UCPC for fulfillment
5) Once the hire is fulfilled by UCPC, AP then reduces Professorial appointment
Additional Compensation During the Summer

- General Info
- Summer Salary Scenarios
- Other Considerations
- UC Path Procedure
- Strategies and Best Practices
### Available Dates for 2020 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 13-30</td>
<td>12</td>
<td>0.6316</td>
</tr>
<tr>
<td>July 1-31</td>
<td>July 1-31</td>
<td>23</td>
<td>1.2105</td>
</tr>
<tr>
<td>Aug 1-31</td>
<td>Aug 1-31</td>
<td>21</td>
<td>1.1053</td>
</tr>
<tr>
<td>Sep 1-30</td>
<td>Sep 1-26</td>
<td>19</td>
<td>1.0000</td>
</tr>
</tbody>
</table>

*(See RB VI-10)*
# 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>Corresponding 1/9 titles for: Lecturer/Sr. Lecturer Continuing Lecturer/Sr. Continuing Lect</td>
<td>1632/1642</td>
<td>1633/1643</td>
</tr>
</tbody>
</table>
Additional Compensation for Unit 18 Lecturers

- May earn summer comp if 9/12
  - Must have active employment on which to have *additional* compensation
  - If pre-six: must have approved, active appointment the following Fall (e.g. to get M’20 summer comp, must have F’20 appt in UCPath)

- During the academic year: only if falls outside normal duties (e.g. criteria for FCA), otherwise, must be paid as IWC.
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
Meet Professor Coulson

- Associate Professor in the Department of Psychological & Brain Sciences
- Annual 9/12 salary of $128,000 ($10,666.67/mo)
- For Summer Salary:
  - Job code: Associate Researcher-AY-1/9 (3215)
  - Pay basis: 9/9
  - Monthly rate: $14,222.22 (= $128,000 / 9)
# Professor Coulson’s Request

<table>
<thead>
<tr>
<th>Dates</th>
<th># of days</th>
<th>Dept</th>
<th>Contract/Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>June</td>
<td>flat rate</td>
<td>PSYC</td>
<td>NSF ($5000)</td>
</tr>
<tr>
<td>July 1-31</td>
<td>23</td>
<td>PSYC</td>
<td>Carter Foundation</td>
</tr>
<tr>
<td>Aug 1-27</td>
<td>19</td>
<td>NRI</td>
<td>Stark Award</td>
</tr>
<tr>
<td>Sep 7-18</td>
<td>10</td>
<td>ICB</td>
<td>DoD grant</td>
</tr>
</tbody>
</table>

Signature: **P. J. Coulson**

Date: **05/10/2020**
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 (8/1 - 8/27, track offline)

- **More than 1/9<sup>th</sup> (23 days) in July:**
  - 23 days ÷ 19 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 (9/7 - 9/18, track offline)

▪ Flat rate
  – $5000 ÷ $14,222.22 = 0.3516
  – Refer to 19-day chart: closest value is 0.3684 (7 days)
  – Payroll: job runs 6/1 - 6/30 @ 35.16 %
  – Internal/offline records: track the 7 days of effort for future audit purposes
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: $16,441.67 (as of Jan 5, 2020)
  - Affects faculty who earn more than $147,900 ($16,441.67 x 9) annually
    - Can choose to fill in the “gap” between their salary and the NIH cap

- **NSF limit**: 2/9ths per summer

- **Other award or funding limitations**
Merits/Promotions and Range Adjustments on July 1

- All June summer salary can be requested as soon as possible, as normal
- If 7/1/20 MP action has already been finalized (or no MP action pending):
  - July-Sep summer salary can also be requested as soon as possible
- If 7/1/20 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
- Across-the-board range adjustments
  - Applied centrally if summer salary job record is already in UCPath (timing TBD)
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
- PayPath action to change FTE, if needed
- Fulfilled by UCPC
UC Path Procedure – cont’d

- AP approves concurrent hire template
- UCPC fulfills concurrent hire and issues additional employee record
- Dept confirms all info is correct- especially check the FTE!
  - If FTE correction is needed, department processes PayPath action
- AP approves PayPath action
  - we assume department calculations are correct
- Department is responsible for making any Merit/Promotion salary increase updates effective 7/1 to Summer Salary jobs via PayPath
- Departments process PayPath actions to adjust FTE for future months’ payments
Funding

- Recommend funding entry is complete prior to initiating the hire transaction
- Funding entry requires a “blank” REG line- fill this with account string as normal
- Add ACR line(s) with account string
- Since summer salary is all paid out under ACR earn code, this will be the payment source
Funding (not including Capped funds)
Concurrent Hire

Pay Components should match the Professorial position.

JED information MUST be on the Hire transaction:

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

*Be sure to include the Appt. End Date and End Job Automatically checkbox.*
Capped Funds – Above the Cap
Funding Entry Instructions

- If Compensation falls below the NIH Cap, follow the general instructions provided in previous slides and corresponding reference documents
- If Compensation falls above the NIH Cap:
  - Refer to the Job Aids for step-by-step instructions

<table>
<thead>
<tr>
<th>Job Aid</th>
<th>Funding Entry</th>
<th>PayPath Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filling the Gap</td>
<td>Enter fund information into Salary Cap/ MCOP Funding Worksheet</td>
<td>No Action</td>
</tr>
<tr>
<td>Not Filling the Gap</td>
<td>Enter fund information into Salary Cap/ MCOP Funding Worksheet</td>
<td>Add GAP Earn Code and % and reduce ACR % (JED)</td>
</tr>
</tbody>
</table>
Best Practices: Summer Research Salary in UCPath

▪ Update position FTE via Position Control and Fund position prior to initiating a concurrent hire transaction
▪ Pay attention to Payroll deadlines and timing of actions (identify when missed pay/over pay needs to be initiated)
▪ Be aware of retroactive actions
  – If pay has been issued on the record, the retro-module will pick up and pay on the next check. If not, missed pay needs to be initiated via BFS ServiceNow
  – If correcting history and the date is taken, a Case with UCPC is required before corrections to pay can be processed
  – If future dated actions already exist on the job record, retroactive changes may overwrite what was input for future months
▪ 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
▪ 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
  – Main funding unit should be the one requesting position
  – Ideally a single position with multiple fund sources
▪ Post-audit job record in UCPath to fix any potential issues prior to pay
Other Resources

- Academic Personnel website
  - [https://ap.ucsb.edu/](https://ap.ucsb.edu/)

- Red Binder
  - Sections VI 10-17

- APM 600
Office of Academic Personnel

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