

Additional Compensation Workshop

April 9 & 11, 2019

Agenda

- One-time Additional Pay
- Additional Compensation during the AY
- Integration with UC Path
- Additional Compensation during the Summer

One-Time Additional Pay Scenarios

- Faculty consultant services
 - Consulting or participation in projects that do not fall within the normal duties of the individual
 - Rate negotiated, based on 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

Intercampus Payment– payroll considerations

Both Home and Host campuses on UC Path	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
Home campus on UC Path; Host campus on PPS	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.
Home campus on PPS; Host campus on UC Path	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

One-Time Additional Pay – UC Path Request

- UC Path Certification & Input Request form on AP Folio
- Begin & End Dates:
 - Honorarium: reflect when work was actually performed
 - Faculty Consultant: in accordance with # of days as computed by daily rate
- Comments:
 - Justification/explanation of work done
 - Fund source
 - 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:

05/12/2019

End Date:

05/14/2019

Comments:

Please use fund source 8-660120-19900-0

Professor Francois of FRIT will work with the History department to translate some historical documents from French to English

Other Additional Compensation during AY

- University Extension Teaching
 - During AY: counts toward 39-day limit
 - During summer: counts toward 3/9 maximum
 - Payroll entry is done by Extension
- Administrative Stipends
 - Department Chairs/Unit Directors
 - Approved annually by EVC or VCR
 - Payroll input done centrally by AP

Extramurally Funded Research during AY

- RB VI-14
- Professors 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

	<u>General</u>	<u>Engineering</u>
Assistant Researcher	3223	1985
Associate Researcher	3213	1983
Researcher	3203	1981

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)

Release to Grant/Course Buyout example

- Professor Romanoff is a Full Professor in Mechanical Engineering and wants release to extramural grant funds, as course buyout for Fall 2019
- Dept teaching load is 4 courses/year → 1 quarter = 37.5% of her salary
- For Fall quarter:
 - Reduce Professorial appointment to 62.5%
 - Add 9/12 Researcher appointment at 37.5%
- Return Professorial appointment to 100% for Winter quarter and beyond

Form Example

Release To Grant

Start Date:

07/01/2019

End Date:

10/31/2019

Job Code for Release Position:

1981

Percent Time / FTE of Release:

37.5%

Comments:

Course buyout during Fall 2019.

Timeline Considerations– flow of events

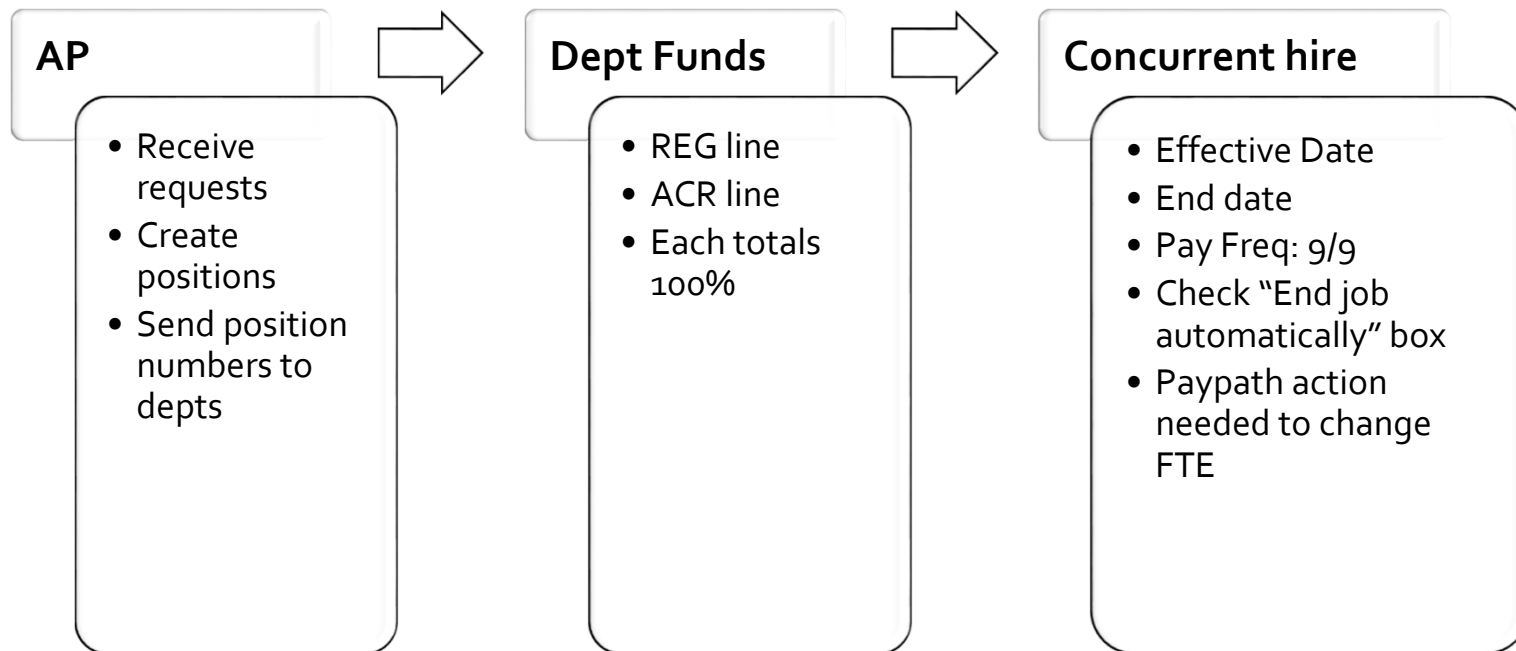
- 1) AP sets up appropriate Researcher position
- 2) Department funds position
- 3) Department performs concurrent hire into this new position
- 4) AP approves the concurrent hire, sends to UCPC for fulfillment
- 5) Once the hire is fulfilled by UCPC, AP then reduces Professorial appointment

Additional Compensation During the Summer

- UC Path Procedure
- Summer Salary Scenarios
- Strategies, Hints, and Reminders

UC Path Procedure

- Watch for email to the listserv with instructions for requesting summer research salary positions



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, dept processes PayPath action
- AP approves PayPath action
 - we assume dept calculations are correct
- Dept can now process a PayPath action for future months' payments
 - Action: JED
 - Action Reason: JED
 - Include "summer salary" in the comments

Funding

- Can be done either before or after hire (unless it is capped)
 - Recommended: do this before the hire
- Funding entry requires a 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

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

Find | View All First 1 of 1 Last

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				02	SBFIN					08/31/2018	100.000
2		2	000064278	8	010000				02	SBFIN						100.000

Budget Distribution Details

Available Dates for 2019 Summer Salary

Pay Dates	Service Dates	Max Days	Max % time
June 1 - 30	June 15-30	10	0.5263
July 1 - 31	July 1-31	23	1.2105
Aug 1-31	Aug 1-31	22	1.1579
Sep 1 - 30	Sep 1-21	15	0.7895

(See RB VI-10)

Job Codes for Summer 1/9ths

Underlying Faculty Title	Summer Salary Title	General Job Code	B/E/E Job Code
Assistant Professor / LPSOE	Assistant Researcher (1/9)	3225	1986
Associate Professor / LSOE	Associate Researcher (1/9)	3215	1984
(Full) Professor / Sr. LSOE	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 Lecturer, Sr. Lecturer, or Continuing Lecturer title	1632/1642/1633	

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 \$128,000 (\$10,666.67/mo)
- For his 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

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</u>	<u>19</u>	<u>PSYC</u>	<u>Carter Foundation</u>
<u>August</u>	<u>22</u>	<u>NRI</u>	<u>Stark award</u>
<u>Sept</u>	<u>10</u>	<u>ICB</u>	<u>DoD grant</u>

Signature P. J. Coulson

Date 05/15/2019

1/9th payment (19 days) in July

- Dates: 07/01/2019 - 07/31/2019
- % time: 100%
- Earn code: ACR
- Pay period runs entire month, but *service* period is 19 days (track offline)

10 days' worth of payment in September

- $10 \text{ days} \div 19 \text{ days} = 0.5263$
- Job runs 9/1 - 9/30 (pay period) @ 52.63 %
- What if split funded? e.g. 6 days on Fund A + 4 days on Fund B:
 - $6 \text{ days} \div 10 \text{ days} = 60\%$ on Fund A; $4 \text{ days} = 40\%$ on Fund B

22 days ($> 1/9$) in August

- 22 days \div 19 days = 1.1579
- Can't have job $> 100\%$!
- Two separate jobs (unique position # for each one):
 - One at 1.000
 - Another at 0.1579
 - Both still run 8/1 - 8/31

Flat rate in June

- Prof. Coulson requested \$5000 to be paid out in June
- $\$5000 \div \$14,222.22 = 0.3516$
- Refer to 19-day chart (RB VI-12): 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: \$16,025 (as of Jan 6, 2019)
 - Affects faculty who earn more than \$144,225 ($\$16,025 \times 9$) annually
 - *More details in separate follow-on session*
- 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 7/1/19 MP action has already been finalized (or no MP action pending):
 - July-Sep summer salary can also be requested as soon as possible
- If 7/1/19 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:
 - will automatically be RA'd (if in appropriate 1/9 Researcher job code)
 - you may need to revisit and adjust (e.g. if flat rate being paid out)

Helpful Hints/Reminders

- The job code will be set up to correspond to the type of additional compensation being paid
- For summer research salary, perform calculations using 1/9 rate
- Entry of Department Chair and Director stipends are no longer done by the department- they are processed centrally
- 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 housing allowance may be paid off-cycle, remember to contact us if urgent

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!
- Timeline/approval flow- factor in timing for fulfilling requests
- Main funding unit should be the one requesting position

Other Resources

- Academic Personnel website
 - <https://ap.ucsb.edu/>
 - Frequently Asked Questions (FAQs)
 - Additional Compensation
- Red Binder
 - Sections VI 10-17
- APM 600

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