

Faculty Removal, Recruitment Allowance and Reimbursements

Office of Academic Personnel

January 30, 2018

Agenda

- Definitions
- Business and Finance Bulletins G-28 & G-13
- New Senate Faculty Commitments – start-up
- Reimbursements
- Removals
- Recruitment (housing) allowance; PPS instructions

Definitions – *senate recruitments & new hires*

- **Senate Faculty**

- Faculty appointees who are members of the Academic Senate. Appointees hold ladder-rank (Asst, Assoc, Full Professor), or full-time LPSOE/LSOE/Sr LSOE (Lecturer Security of Employment) positions
 - e.g. Unit 18 Temporary Lecturers are non-senate faculty

- **New Senate Faculty Commitment**

- Also known as “Start up” – negotiated during recruitment process; sets forth terms pertaining to equipment, space, etc.

Definitions – *senate recruitments & new hires (cont’d)*

- **Reimbursements**

- Central funding transfers made to departmental accounts, *OR* direct payments made to individuals, in order to offset reimbursable expenses

- **Removal**

- Funding provided to cover expenses associated with the physical move of a newly recruited appointee to the area

- **Recruitment Allowance**

- Funding made available to help newly recruited faculty meet the costs associated with purchasing or renting a home. Also known as ***Housing Allowance*** or ***Relocation Allowance***

Business and Finance Bulletin G-28

University of California – Policy G-28



Travel Regulations

The direct billing of rental car charges are now allowed within parameters established by local campus Controller's office.

Responsible Officer:	EVP - Chief Financial Officer
Responsible Office:	FA - Financial Accounting
Issuance Date:	10/15/2017
Effective Date:	10/15/2017
Last Review Date:	9/14/2017
Scope:	<ul style="list-style-type: none"> Staff and academic employees of the University. Non-employees, including students, visiting scholars, prospective employees and independent contractors. This policy does not apply to travel associated with work done within the scope of the UC/DOE contract for the management and operations of the Lawrence Berkeley National Laboratory (LBNL). Travel not within the scope of the LBNL contract is covered by the provisions of G-28.

Business and Finance Bulletin G-13

University of California – Policy G-13



Policy and Regulations Governing Moving and Relocation

Responsible Officer:	AVP - Systemwide Controller
Responsible Office:	FA - Financial Accounting
Issuance Date:	10/15/2017
Effective Date:	10/15/2017
Last Review Date:	10/5/2017
Scope:	<ul style="list-style-type: none"> This policy applies to the Payment of moving expenses for the University's Managers and Senior Professionals (MSP) and Professional and Support Staff (PSS) personnel. This policy does not apply to Personnel at the Lawrence Berkeley National Laboratory. Senior Management Group (SMG) and academic personnel are addressed in separate policies.

New Senate Faculty Commitments – “start-up” RB I-17,

RB I-18

- Once finalist is identified:
 - Dept chair consults with dean
 - Discusses proposed rank/step, salary, start-up
- Start-up request memo is prepared by department & sent to dean; for **most** recruits the memo contains:
 - Recruitment (housing) allowance
 - Removal

...and other categories, e.g. other financial, lab space, etc.

 - *sample memo at RB I-18*

New Senate Faculty Commitments (cont'd)

- After approval of proposed candidate (via Search Report):
 - Dept submits appointment case to dean via AP Folio
 - Use appointment checklist **Red Binder I-15**
 - Start-up request forwarded outside of AP Folio
- If appointment request approved, formal offer letter sent to candidate by AP
 - Offer letter does not include start-up commitment

New Senate Faculty Commitments (cont'd)

- How is the approved start-up package conveyed to the department and to the candidate?
 - Varies by division or college
 - Specific guidance is available from your college analyst

A copy of the approved start-up, the *Dean's New Faculty Commitment Sheet*, is sent to the College and to Travel Accounting

New Senate Faculty Commitments (cont'd)

- Notes about approved start-up:
 - Categories are not interchangeable; movement between categories subject to approval from AVC of Academic Personnel
 - Additional financial commitments are not to be made by department to the candidate without written Dean/AVC approval
 - Expenses must be in accordance with UC policy

Recruitment reimbursement protocol & policies

Reimbursements

- In recruitments, refers to **reasonable** expenses associated with efforts to fill open faculty FTE
- Recruitment expenses centrally funded up to \$ limits set by college/division
- Candidates' lodging & travel expenses*
- Advertising costs
- Approved candidates only (e.g. via Shortlist)
- Policy: APM 540, BFB-G-28 *Travel Regulations*
- Procedure: BFB-G-13 *Moving & Relocation*

Removal protocol & policies

Removal

- Covers moving expenses for household goods and personal items
- Covers reasonable expenses for appointee and family for travel & meals while en route during physical move to area
- Exceptions to policy are to be requested in advance for staged moves, storage, etc.
- May be taxable
- Policy: RB I-20, APM 560, & BFB-G-28
- Procedural: BFB-G-13

Recruitment allowance protocol & policies

Recruitment Allowance

- Covers home purchase down payment, closing costs, or rental deposit
- Available for payout **after** initial hire date; no exceptions for early payment
- Paid out around time to be used, e.g. upon entry into escrow (proof may be required)
- Does not count towards Additional Compensation limits
- Subject to payroll taxes & withholding
- Table 40 on salary scales – as of 7/1/17, \$68,700
- Policy: RB I-17, APM 190 appendix E

Recruitment allowance – PPS instructions

The BW pay date may be used to process retroactive and one-time payments

Questions about using MO vs. BW pay dates on taxes and withholdings should be directed to payroll

- Enter as **MO** payment, Title code **3993**, DOS code **FHA**, prq code **EA**
- Use **Fixed (F)** with **Exception (R)** time reporting, or **Variable (V)** with **Positive (Z)** time reporting if being paid in arrears. Payment may then be processed via the EDLR screen as an **LX** payment

Recruitment allowance – PPS example (F/R)

```

PPEAPP0-E1595          SB EDB Entry/Update          AHIR 01/23/18 11:56:08
                      Appointments/Distributions      Userid: SBAPER24
ID: 833179676 Name: COULSON,PHILIP J          Emp Stat:          Pri Pay:
      PAF Gen No:          Page 1 of 1
Appt  Actions  Pgm Typ Bas Pd Ovr  Appt Begin  Appt End Dur Dept  FLSA
  10          -   5  09   09   010118     013118   N  APER
Title
3993 FACULTY RECRUITMENT ALLOW          Grade %Full F/V Ann/Hr Rate  Rt Sch Time Lv
                                     F 68700.00  B MO R N

Dist  Actions L Acct  CC  Fund PC      S          FTE Dis %
  11          8 660150  19900 PJCSUP 0  ACADEMIC PERSONNEL
      Pay Begin  Pay End  Step  O/A  Rate/Amount  DOS  PRQ  DUC  WSP
      010118    013118          -   68700.00  FHA  EA  -   -

Dist  Actions L Acct  CC  Fund PC      S          FTE Dis %
      Pay Begin  Pay End  Step  O/A  Rate/Amount  DOS  PRQ  DUC  WSP
      - - - - -

Next Func:      ID:          Name:          SSN:
    
```

Recruitment allowance – PPS Example (V/Z)

```

PPEAPP0-E1595          SB EDB Entry/Update          AHIR 01/23/18 11:42:16
                      Appointments/Distributions      Userid: SBAPER24
ID: 833179676 Name: COULSON,PHILIP J          Emp Stat:          Pri Pay:
      PAF Gen No:          Page 1 of 1
Appt  Actions  Pgm Typ Bas Pd Ovr  Appt Begin  Appt End Dur Dept  FLSA
  10          -   5  09   09   020118     022818   N  APER
Title
3993 FACULTY RECRUITMENT ALLOW          Grade %Full F/V Ann/Hr Rate  Rt Sch Time Lv
                                     V 68700.00  B MO Z N

Dist  Actions L Acct  CC  Fund PC      S          FTE Dis %
  11          8 660150  19900 PJCSUP 0  ACADEMIC PERSONNEL
      Pay Begin  Pay End  Step  O/A  Rate/Amount  DOS  PRQ  DUC  WSP
      020118    022818          -   68700.00  FHA  EA  -   -

Dist  Actions L Acct  CC  Fund PC      S          FTE Dis %
      Pay Begin  Pay End  Step  O/A  Rate/Amount  DOS  PRQ  DUC  WSP
      - - - - -

Next Func:      ID:          Name:          SSN:
    
```


Questions? AP Contacts

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