



PPS BASICS: DATA

Online Resources

- PPS Information

- <http://hr.ucsb.edu/hris/pps.php>

- Links to manuals, user guide, PPSSST!

- FAQs for Academic PPS

- <http://ap.ucsb.edu>

- Accounting website for forms & info

- <http://accounting.ucsb.edu>

Policy Resources

- Academic
 - Academic Personnel Manual (APM)
 - UC-wide policies and procedures
 - Red Binder
 - Campus AP policies & procedures

Policy Resources

- Staff
 - Non-Represented Staff
 - Personnel Policies for Staff Members (PPSM)
 - Local Personnel Policies for Staff Members
 - Sr. Management Personnel Policies
 - Represented Staff
 - Collective Bargaining Unit Contracts

Appointment Types

- Staff
 - Contract (1)
 - Career (2)
 - Limited (3)
 - Casual/Restricted (4)
 - Per Diem (6)
 - Partial-Year Career (7)
- Academic (5)



Appointment Types

- Contract (1)
 - Established at a fixed or variable percentage of time for a definite period. Terms and conditions of employment are specified in a written employment contract.
 - Industry Standard - coaches, etc.
 - Limited Term - specific project

Appointment Types

- Career (2)
 - Appointment established at a fixed or variable percentage of time at 50% or more, expected to continue for a year or longer.
 - Conversion from Limited appointment after 1,000 hours on pay status in 12 consecutive months without a break in service of at least 120 consecutive calendar days.

Appointment Types

- Limited (3)
 - Appointment established at any percentage of time, fixed or variable, during which an employee is expected to be on pay status for less than 1,000 hours in a 12-month period.

Appointment Types

- Casual/Restricted (4)
 - Reserved for *registered* UC student
 - Staff title, *not* Academic (TA, Reader, Tutor)
 - Title Codes:
 - 4921 Assistant II
 - 4920 Assistant III 4919 Assistant IV
 - * Assistant I (4922) was discontinued 6/30/08
 - Summer employment
 - Requires enrollment in both previous Spring and following Fall quarters.

Appointment Types

- **Partial-Year Career (7)**
 - Career appointment with regularly scheduled periods, not to exceed 3 months per calendar year, during which the incumbent remains an employee but is not at work.

Appointment Types

- Academic (5)
 - Must include research and/or teaching responsibilities

Title Codes

- Academic
 - 0800 through 3999
- Staff
 - Tier 1 – Professional & Support Staff (PSS)
 - Non-represented and represented staff
 - Title Codes \geq **4000**
 - Tier 2 – Managers & Senior Professionals (MSP)
 - Non-represented only
 - Title Codes $<$ **0800**
 - Sr Management Group (SMG) – TC $<$ 0200

Union Representation – Staff

- Non-represented Staff (99)
 - Designated titles: Analyst, Student Affairs Officer (SAO), Engineer, etc.
 - OR
 - Supervisor
 - Manager
 - Confidential
 - Access to collective bargaining
 - Only in administrative offices such as HR, AP, Chancellor's Office, etc.

Union Representation – Staff

Represented Staff

- Clerical (CX)
- Service (SX)
- Technical (TX)
- Research Support (RX)
- Skilled Crafts (K8)
- Nurses (NX)
- Health Care Professional (HX)
- Patient Care Technical (EX)
- Police Officers (PA)

Union Representation - Academic

- Academic titles are non-represented, except for the following:
 - Lecturers (IX)
 - Librarians (LX)
 - Postdoctoral Scholars (PX)
 - Academic Student Employees (BX)
 - Readers, Tutors, Teaching Assistants

Intercampus Appointments

- Individuals should only be in the payroll system on one UC campus at a time
- Compensation of a UC employee who is performing work at a campus other than their home campus
- Can be one-time or on-going
- Host dept completes an intercampus appointment form:
<http://ap.ucsb.edu/forms.and.information/>
- RB VI-15 for further information

Without Salary Appointments

- Depending on title and length of stay, some without salary appointments may not need to be entered into PPS
- Refer to the Summary of Required Forms chart in RB VI-21
- Use Visitor letter (RB III-23) to get ucsbnetID, parking, etc.

BELI – Benefits Eligibility Level Indicator

● 1 – Full Benefits

- At least 50% for one year or more
 - OR worked 1000 eligible hours in rolling 12-month period
 - OR member of non-Senate Instructional Unit and worked 750 eligible hours within a 12-month period
- Maintain minimum average paid time of 17.5 hrs/wk (17.5 hrs/wk = 43.75%)
- Member of UC Retirement Plan
- Medical, Dental, Vision, Life, Disability, AD&D

BELI – Benefits Eligibility Level Indicator

- 2 – Mid-Level Benefits
 - 50% or more for one year or more, but not eligible for UC Retirement Plan (*only* Academic titles, such as visiting titles or Lecturer not paid 50% for entire academic year)
- 3 – Mid-Level Benefits
 - 100% for at least 3 months but less than 12 months
 - Not a member of UC Retirement Plan
- Maintain minimum average paid time of 17.5 hrs/wk
- Medical, Life, AD&D, etc. (but no Dental, Vision or Disability)

BELI – Benefits Eligibility Level Indicator

- 4 – CORE Benefits
 - At least 43.75% (17.5 hrs/wk) but does not meet requirement of BELI 1, 2 or 3
 - Maintain minimum average paid time of 17.5 hrs/wk
 - CORE Medical, CORE Life, AD&D
- 5 – Not Eligible
 - Less than 43.75%
 - OR not eligible for benefits (e.g., student title, per diem, without salary or by agreement)

BELI – Benefits Eligibility Level Indicator

- P – Postdoctoral Scholar
 - Eligible Title codes
 - 3252 – Postdoctoral Scholar – Employee
 - Maintain minimum average paid time of 17.5 hrs/wk
 - 3253 – Postdoctoral Scholar – Fellow
 - 3254 – Postdoctoral Scholar – Paid Direct
 - 43.75% minimum appt for Fellow and Paid Direct
 - At least 50% for one year or more OR 100% for at least three months
 - Medical, Dental, Vision, Life, AD&D, Disability

BELI – Benefits Eligibility Level Indicator

- Further BELI details at:
 - http://hr.ucsb.edu/benefits/index_eligibility.php
- Postdoctoral Scholars Benefits Plan
 - <http://hr.ucsb.edu/benefits/postdoc.php>
- For all BELI questions please contact the Benefits office:
 - Lisa Romero, x5163
 - Steve Pulliam, x8271
 - Cyndi Richardson, x2186 (Postdocs)

Date of Hire, Original Hire Date

- Date of Hire = *most recent* date of hire
 - Needs to be changed upon rehire (with break in service)
- Original Date of Hire
 - Date first hired by the University
 - Once established, do not change

Employee Relations Code (ERC)

- A – Manager, not confidential
- B – Manager, confidential
- C – Supervisor, not confidential
- D – Supervisor, confidential
- E – All others, not confidential
- F – All others, confidential

Employee Relations Code (ERC)

- G – Not covered by HEERA (out of state)
- H – Student in academic title, covered by HEERA (TA's, Readers, Tutors)
- I – Student in academic title, not covered by HEERA

Probationary Period End Date

- Use for Career Staff only
 - Generally 6 months from start of career status
 - May be “less” than 6 months from career start (Limited to Career action)
 - May be more – up to 3 months extension
 - “Date to date” ex. 1/15/09 →7/15/09
 - Refer to HR Labor Relations before:
 - Extending Probationary Period
 - Releasing employee from Probation

Next Salary Review Date

- Career Staff only
- Reflects Merit Cycle
 - Generally October 1st
 - Must be past probation
- Leave blank for Academic
 - Academic merit eligibility tracked outside of PPS
 - Warning message can be ignored

EAPP Sample

Irma Mainframe Display - [SESSIONB* [B]]

File Edit Settings Session QuickTools Window Help

PPEAPP0-E1419 SBT EDB Entry/Update 01/13/04 16:59:07
 01/13/04 16:38:05 Appointments/Distributions Userid: SBSPS49
 ID: 822413434 Name: PEEP,B0 SSN: 987-65-4321 Pri Pay: M0
 PAF Gen No: 1 Pg 01 of 03

Appt	Actions	Pgm	Typ	Bas	Pd	Ovr	Appt Begin	Appt End	Dur	Dept	FLSA
10		1	2				010104	999999	I	PERS	0

Title Grade %Full F/V Ann/Hr Rate Rt Sch Time Lv
 9523 TECHNICIAN, ANIMAL, PRIN 1.00 F 30468.00 A MO R A

Dist	Actions	L	Acct	CC	Fund	PC	S	FTE	Dis %
11		8	661550		19900		1 HUMAN RESOURCES	1.00	1.0000

Pay Begin	Pay End	Step	O/A	Rate/Amount	DOS	PRQ	DUC	WSP
010104	999999	1.0		2539.00	REG			

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:

===>

F: 1-Help 3-PrevMenu 4-Print 5-Update
 F: 8-Forward 9-Jump 12-Exit

A 06/009 B

Connected TN32B B 06/009 5:06 PM

Start Mulberry - INBO... START.QEP Irma Mainfra... TN3270 Payroll/Personn... Microsoft Word -... 5:06 PM

Salary Scales – Academic

- UCOP version: all titles used by all campuses
- UCSB version: tailored to fit the needs of the campus, i.e., title codes added, non-applicable scales deleted
- Most academic titles have steps, but check salary scales. Format in PPS is 1, 2, 3, etc.
- Online at <http://ap.ucsb.edu/>

Salary Scales – Academic

TABLE 1
FACULTY--LADDER RANKS--PROFESSOR SERIES*
ACADEMIC YEAR

<u>Rank</u>	<u>Step</u>	<u>Years at Step</u>	<u>Salary Scale 10/1/06</u>		<u>Salary Scale 10/1/07</u>	
			<u>Annual</u>	<u>Monthly</u>	<u>(with COLA and market)</u>	
					<u>Annual</u>	<u>Monthly</u>
Assistant Professor	II	2	50,900	4,241.67	56,400	4,700.00
(1300, 1308-Visiting 3278-Adj. 1307-Acting)	III	2	53,800	4,483.33	59,500	4,958.33
	IV	2	56,800	4,733.33	62,900	5,241.67
	V	2	59,600	4,966.67	66,000	5,500.00
Associate Professor	I	2	59,700	4,975.00	66,100	5,508.33
(1200, 1208-Visiting 3268-Adj)	II	2	62,600	5,216.67	69,300	5,775.00
	III	2	66,100	5,508.33	73,200	6,100.00
	IV	3	70,100	5,841.67	77,700	6,475.00
Professor	I	3	70,200	5,850.00	77,800	6,483.33
(1100, 1108-Visiting 3258-Adj)	II	3	75,700	6,308.33	83,800	6,983.33
	III	3	81,800	6,816.67	89,900	7,491.67
	IV	3	88,700	7,391.67	96,400	8,033.33
	V	--	96,400	8,033.33	103,300	8,608.33
	VI	--	104,400	8,700.00	111,800	9,316.67
	VII	--	113,500	9,458.33	121,000	10,083.33
	VIII	--	122,900	10,241.67	131,000	10,916.67
	IX	--	133,500	11,125.00	142,000	11,833.33

Salary Scales - Staff

- Title Code System at <http://hr.ucsb.edu/ss/>
- Covered vs. Uncovered (COV/UNC)
- Exempt vs. Non-Exempt
 - Non-Exempt is eligible to earn overtime
 - Exempt is *not* eligible to earn overtime
- Stepped vs. Open Ranges
 - Stepped – Every step has exact rate. Format is 1.0, 3.5, etc.
 - Open – No steps. Minimum through maximum rates. If Non-rep title, refer to Grade
- Grade Type & Grade (non-rep Staff titles only)
 - MSP, PSS, PH and DO

Salary Scales – Staff

TCS Web Inquiry - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://prod.ucop.edu/tcs-cgi/db2www/tcirouter.d2w/main?CurrentScreen=tcidetl_ntp&atpSrc

UCSB HR: Title Code System TCS Web Inquiry

UNIVERSITY OF CALIFORNIA
Office of the President
Date: 03/30/09 Time: 15:25:52

Search Criteria - Non-Academic Titles

Title:	ASSISTANT	OSC:	N/A	Linkage:	N/A
TUC:	N/A	Pay Rep:	COV_UNC	Salary:	Stepped_Merit
Per Pgm:	PSS_SMG_MSP	Sub Loc:	Any		
Campus:	SB				

Non-Academic Title Detail

4722 - ____ ASSISTANT III

Campus: Santa Barbara Sub Loc: ** - Rates apply across sub locations

Personnel Program: PSS - Professional Support Staff
 Bargaining Unit/TUC: CX - CLERICAL AND ALLIED SERVICES
 Occupational Subgroup: B15 - CLERICAL/ADMIN, SPECIAL/MAIL S
 Federal Occupational Subgroup: DA - CLERICAL/ADMINISTRATIVE
 Standard Occupational Category: 570
 Linkage Code: 002
 Standard Hours/Week: N/A
 Safety Status: 0 - Non-Safety

Pay Representation: COV - Represented
 Job Group:
 Premium Overtime Eligibility: Non-Exempt
 Stepped rates

Effective:	10/01/2007	Rate:	M - Monthly	Hourly	Annual
Step		Monthly			
1.0		\$3,121.00	\$17.94	(17.936782)	\$37,452.00
1.5		\$3,195.00	\$18.36	(18.362069)	\$38,340.00
2.0		\$3,268.00	\$18.78	(18.781609)	\$39,216.00
2.5		\$3,343.00	\$19.21	(19.212644)	\$40,116.00

Home
 Academic Titles
 Non-Academic Titles
 Non-Academic Grades

Return to List

Print Format

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Salary Codes

- Step

- Who has a step?
 - Academic – most titles, except as noted in next slide (check salary scales)
 - Represented Staff – CX, PA, HX, NX, RX, TX & K8
 - Non-Represented Staff – Police Sergeants only
- Code format: 1, 2, etc. for Academic
1.0, 1.5, etc. for Staff

- Grade

- Who has a Grade?
 - Staff – Non-represented (99), except Police Sergeants
- Code format: 1, 2, A, B, etc.

Salary Codes

- Open Range without a Grade
 - Who has an open range without a grade?
 - Staff – SX & EX and Student Asst's (4919-4921)
 - Academic – Lecturers, visiting titles, grad student teaching titles (check salary scales)
- In PPS:
 - If Step, then leave Grade field blank
 - If Grade, then leave Step field blank
 - If neither, leave both fields blank

Salary Codes

- Off/Above Scale (O/A field in distribution)
 - Identifies special exception to pay step and pay ranges
 - “O” = Off Scale – within range but off step
 - “A” = Above Scale – above range’s max

Basis Paid Over – Academic

- Academic year positions
 - 9 over 9
 - 9 over 12
- Fiscal year positions
 - 11 over 12
- Translation:
 - 1st number is number of months worked
 - 2nd number is number of paychecks received
 - 9 over 12 allows for continuous appointment through the summer
 - 9 over 9 used if academic will only be appointed 1 or 2 quarters

Pay Periods – Academic

- 9 over 9
 - Fall: 10/01 – 12/31
 - Winter: 01/01 – 03/31
 - Spring: 04/01 – 06/30
- 9 over 12
 - Fall: 07/01 – 10/31
 - Winter: 11/01 – 02/28
 - Spring: 03/01 – 06/30
- 11 over 12
 - Dates vary based on actual time worked

Basis, NO Paid Over – Staff

- For Partial-Year Career Only
 - Receive paychecks only for months worked
 - 9, 10 or 11 months
 - Use Basis field only, no “paid over”

Duration (Dur)

- **T – Tenure**
 - Professor series only, Associate and Full
- **N – Non-Tenure**
 - All academics with an end date
- **S – Security of Employment**
 - Lecturer and Sr. Lecturer SOE
- **C – Continuing Appointment Lecturers**
 - Lecturers and Sr. Lecturers with more than 6 years service



Duration (Dur)

- I – Indefinite
 - Career Staff
 - Librarians
- Blank – Appointment has end date
 - Staff – Contracts, Limiteds, Students

Full Time Equivalency (FTE)

- Fulltime = 1.00
- Part-time = 0.75 for $\frac{3}{4}$ time, 0.50 for $\frac{1}{2}$, etc.
- For academics, $FTE = \frac{\% \text{ time}}{3} \times (\# \text{ of qtrs})$

3

- For example, FTE for a lecturer appointed at 67% for 2 quarters is calculated:

$$\frac{0.67}{3} \times 2 = .4467 = .45$$

3

Fixed vs. Variable Appointments

Fixed (F)

- Staff Career
- Academic 9/9 & 9/12
- Account subs 0 or 1
- Time Code “R” - Exception
- No time reporting

Variable (V)

- Staff Limited, Casual/Restricted (Career, rarely)
- Academic 11/12
- Account subs 2, 5 & 7
- Time Code “Z” – Positive
- MUST report time

Rate (Rt)

- Annual
 - Monthly rate x % of time = amount paid
 - Can be set up as fixed or variable
 - If variable, must manually report time as percentage
- Hourly
 - MUST be set up as variable
 - “Positive” Time reporting – time is *always* reported manually, using number of hours worked

Schedule (Sch)

- **MO**

- Paid on the first of the month
- Pay period is previous calendar month

- **MA**

- Paid on the 5th working day of the month
- Pay period generally from mid-month to mid-month

- **MS**

- Supplemental payroll
- Used for adjusted pay, overtime pay, etc.

Leave Accrual Code (Lv)

Code	Vacation (hours earned per month)	Sick
A, G	10	8
B, H	12	8
C, J	14	8
D, K	16	8
E	16	0
F	0	8
N	0	0



Leave Accrual Code (Lv)

ACADEMIC

Type of Appointment

Code

9/9 or 9/12 basis

N

11/12 basis (other than GSR):

Less than 6 months, less than 50% time

N

Less than 6 months, more than 50% time

F

6 months or more, less than 50% time

N

6 months or more, 50% time or more

D

Graduate Student Researchers:

Less than 12 months at any percent time

N

12 months or more, less than 50%

N

12 months or more, 50% or more

E

Postdoctoral Scholars

N

Leave Accrual Code (Lv)

STAFF – PSS (Tier 1)

<u>Years of Service</u>	<u>Hrs/Mo</u>	<u>Code</u>
Less than 10	10	A
10, less than 15	12	B
15, less than 20	14	C
20 or more	16	D

Leave Accrual Code (Lv)

STAFF – MSP (Tier 2)

<u>Years of Service</u>	<u>Hrs/Mo</u>	<u>Code</u>
Less than 5	12	B
5, less than 10	14	C
10 or more	16	D

Leave Accrual Code (Lv)

STAFF – Grandparented A&PS

Employees in program as of 6/30/06

<u>Years of Service</u>	<u>Hrs/Mo</u>	<u>Code</u>
Less than 5	10	G
5, less than 10	12	H
10, less than 15	14	J
15 or more	16	K

Leave Accrual Code (Lv)

STAFF – Grandparented Executive

Employees in program as of 6/30/06

<u>Years of Service</u>	<u>Hrs/Mo</u>	<u>Code</u>
0 or more	16	K