PPS BASICS: DATA
Online Resources

- **PPS Information**
  - [http://hr.ucsb.edu/hris/pps.php](http://hr.ucsb.edu/hris/pps.php)
  - Links to manuals, user guide, PPSSST!

- **FAQs for Academic PPS**
  - [http://ap.ucsb.edu](http://ap.ucsb.edu)

- **Accounting website for forms & info**
  - [http://accounting.ucsb.edu](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.
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 ≥ 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.
  - 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.
Assigned BELI: 1  Derived BELI: 6  Effective Date: 01/01/04
BELI Status Qualifiers: Primary:__ Date:____ Secondary:__ Date:____

Date of Hire: 01/01/04  Original Hire Date: 01/01/04
Employee Relations Code: E  Employee Relations Unit: 99
Probationary Period End Date: 07/01/04
Next Salary Review Date: 10/04  Next Salary Review Type: 2
Merit Rate Increase Percent:____

Home Department: PERS  HUMAN RESOURCES
Primary Title Code: 9523  TECHNICIAN, ANIMAL, PRIN
Employee Unit Code: 98  Employee Representation Code: *
Employee Special Handling Code:__  Employee Distribution Unit Code: *
Job Group ID: CB
Alternate Department Code:____
Academic Programmatic Unit Cd:____

Next Func: ____ ID: _______ Name: ___________________________ SSN: _______

===>
F: 1-Help  3-PrevMenu  4-Print  5-Update  12-Exit
F: 9-Jump
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

<table>
<thead>
<tr>
<th>ID: 822413434 Name: PEEP,BO</th>
<th>SSN: 987-65-4321 Pri Pay: MO</th>
</tr>
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<tr>
<td>PAF Gen No: 1</td>
<td></td>
</tr>
<tr>
<td>Appt Actions Pgm Typ Bas Pd Ovr</td>
<td>01/13/04 16:38:05</td>
</tr>
<tr>
<td>10 1 2</td>
<td>010104 999999</td>
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</table>

<table>
<thead>
<tr>
<th>Title</th>
<th>Grade</th>
<th>%Full</th>
<th>F/V Ann/Hr Rate</th>
<th>Rt Sch</th>
<th>Time</th>
<th>Lv</th>
</tr>
</thead>
<tbody>
<tr>
<td>9523 TECHNICIAN, ANIMAL, PRIN</td>
<td>1.00</td>
<td>F</td>
<td>30468.00</td>
<td>A</td>
<td>MO</td>
<td>R</td>
</tr>
</tbody>
</table>

**Payment Details**

<table>
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<th>Actions</th>
<th>L Acct</th>
<th>CC</th>
<th>Fund</th>
<th>PC</th>
<th>S</th>
<th>FTE</th>
<th>Dis</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>8</td>
<td>661550</td>
<td>19900</td>
<td>1 HUMAN RESOURCES</td>
<td>1.00</td>
<td>1.0000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pay Begin</td>
<td>Pay End</td>
<td>Step</td>
<td>O/A</td>
<td>Rate</td>
<td>Amount</td>
<td>DOS</td>
<td>PRQ</td>
<td>DUC</td>
</tr>
<tr>
<td></td>
<td>010104</td>
<td>999999</td>
<td>1.0</td>
<td>2539.00</td>
<td>REG</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Next Func: _____ ID: _______ Name: __________________________ SSN: __________

F: 0-Help 1-PrevMenu 2-Print 3-Update 4-Forward 5-Jump 6-Exit
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/
## Table 1

### Faculty-Ladder Ranks—Professor Series

<table>
<thead>
<tr>
<th>Rank</th>
<th>Step</th>
<th>Years at</th>
<th>Salary Scale 10/1/06</th>
<th>Salary Scale 10/1/07 (with COLA and market)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td>Monthly</td>
</tr>
<tr>
<td>Assistant</td>
<td>II</td>
<td>2</td>
<td>50,900</td>
<td>4,241.67</td>
</tr>
<tr>
<td>Professor</td>
<td>III</td>
<td>2</td>
<td>53,800</td>
<td>4,483.33</td>
</tr>
<tr>
<td></td>
<td>IV</td>
<td>2</td>
<td>56,800</td>
<td>4,733.33</td>
</tr>
<tr>
<td>1308-Visiting</td>
<td>V</td>
<td>2</td>
<td>59,600</td>
<td>4,966.67</td>
</tr>
<tr>
<td>3278-Adj.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1307-Acting)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate</td>
<td>I</td>
<td>2</td>
<td>59,700</td>
<td>4,975.00</td>
</tr>
<tr>
<td>Professor</td>
<td>II</td>
<td>2</td>
<td>62,600</td>
<td>5,216.67</td>
</tr>
<tr>
<td></td>
<td>III</td>
<td>2</td>
<td>66,100</td>
<td>5,508.33</td>
</tr>
<tr>
<td>1208-Visiting</td>
<td>IV</td>
<td>3</td>
<td>70,100</td>
<td>5,841.67</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professor</td>
<td>I</td>
<td>3</td>
<td>70,200</td>
<td>5,850.00</td>
</tr>
<tr>
<td></td>
<td>II</td>
<td>3</td>
<td>75,700</td>
<td>6,308.33</td>
</tr>
<tr>
<td></td>
<td>III</td>
<td>3</td>
<td>81,800</td>
<td>6,816.67</td>
</tr>
<tr>
<td>3258-Adj.</td>
<td>IV</td>
<td>3</td>
<td>88,700</td>
<td>7,391.67</td>
</tr>
<tr>
<td></td>
<td>V</td>
<td>--</td>
<td>96,400</td>
<td>8,033.33</td>
</tr>
<tr>
<td></td>
<td>VI</td>
<td>--</td>
<td>104,400</td>
<td>8,700.00</td>
</tr>
<tr>
<td></td>
<td>VII</td>
<td>--</td>
<td>113,500</td>
<td>9,458.33</td>
</tr>
<tr>
<td></td>
<td>VIII</td>
<td>--</td>
<td>122,900</td>
<td>10,241.67</td>
</tr>
<tr>
<td></td>
<td>IX</td>
<td>--</td>
<td>133,500</td>
<td>11,125.00</td>
</tr>
</tbody>
</table>
Salary Scales - Staff

- Title Code System at [http://hr.ucsb.edu/ss/](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

**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**: B16 - CLERICAL/ADMIN, SPECIAL/MAIL S
- **Standard Occupational Category**: 570
- **Linkage Code**: 002
- **Standard Hours/Week**: N/A
- **Safety Status**: 0 - Non-Safety

**Pay Representation**: COV - Represented

**Job Group**: Non-Exempt

**Premium Overtime Eligibility**: Stepped rates

<table>
<thead>
<tr>
<th>Step</th>
<th>Effective</th>
<th>Monthly</th>
<th>Hourly</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>10/01/07</td>
<td>$3,121.00</td>
<td>$17.94</td>
</tr>
<tr>
<td>1.5</td>
<td></td>
<td>$3,195.00</td>
<td>$18.36</td>
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<tr>
<td>2.0</td>
<td></td>
<td>$3,368.00</td>
<td>$18.78</td>
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<tr>
<td>2.5</td>
<td></td>
<td>$3,543.00</td>
<td>$19.21</td>
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</table>

<table>
<thead>
<tr>
<th>Rate</th>
<th>Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>M - Monthly</td>
<td>Annual</td>
</tr>
<tr>
<td>$37,422.00</td>
<td>$30,340.00</td>
</tr>
<tr>
<td>$39,216.00</td>
<td>$40,116.00</td>
</tr>
</tbody>
</table>
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:**
  - 1\text{st} number is number of months worked
  - 2\text{nd} 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
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 ¾ time, 0.50 for ½, etc.
- For academics, \( \text{FTE} = \frac{\% \text{ time} \times \text{(\# of qtrs)}}{3} \)
  - For example, FTE for a lecturer appointed at 67% for 2 quarters is calculated:
    \[
    0.67 \times 2 = \frac{1.34}{3} = 0.4467 = 0.45
    \]
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)

<table>
<thead>
<tr>
<th>Code</th>
<th>Vacation</th>
<th>Sick</th>
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<tbody>
<tr>
<td>A, G</td>
<td>10</td>
<td>8</td>
</tr>
<tr>
<td>B, H</td>
<td>12</td>
<td>8</td>
</tr>
<tr>
<td>C, J</td>
<td>14</td>
<td>8</td>
</tr>
<tr>
<td>D, K</td>
<td>16</td>
<td>8</td>
</tr>
<tr>
<td>E</td>
<td>16</td>
<td>0</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>8</td>
</tr>
<tr>
<td>N</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

(hours earned per month)
# Leave Accrual Code (Lv)

<table>
<thead>
<tr>
<th>Type of Appointment</th>
<th>Code</th>
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<tbody>
<tr>
<td>9/9 or 9/12 basis</td>
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</tr>
<tr>
<td>11/12 basis (other than GSR):</td>
<td></td>
</tr>
<tr>
<td>Less than 6 months, less than 50% time</td>
<td>N</td>
</tr>
<tr>
<td>Less than 6 months, more than 50% time</td>
<td>F</td>
</tr>
<tr>
<td>6 months or more, less than 50% time</td>
<td>N</td>
</tr>
<tr>
<td>6 months or more, 50% time or more</td>
<td>D</td>
</tr>
<tr>
<td>Graduate Student Researchers:</td>
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</tr>
<tr>
<td>Less than 12 months at any percent time</td>
<td>N</td>
</tr>
<tr>
<td>12 months or more, less than 50%</td>
<td>N</td>
</tr>
<tr>
<td>12 months or more, 50% or more</td>
<td>E</td>
</tr>
<tr>
<td>Postdoctoral Scholars</td>
<td>N</td>
</tr>
<tr>
<td>Years of Service</td>
<td>Hrs/Mo</td>
</tr>
<tr>
<td>--------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Less than 10</td>
<td>10</td>
</tr>
<tr>
<td>10, less than 15</td>
<td>12</td>
</tr>
<tr>
<td>15, less than 20</td>
<td>14</td>
</tr>
<tr>
<td>20 or more</td>
<td>16</td>
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</table>
### Leave Accrual Code (Lv)

**STAFF – MSP (Tier 2)**

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Hrs/Mo</th>
<th>Code</th>
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<tbody>
<tr>
<td>Less than 5</td>
<td>12</td>
<td>B</td>
</tr>
<tr>
<td>5, less than 10</td>
<td>14</td>
<td>C</td>
</tr>
<tr>
<td>10 or more</td>
<td>16</td>
<td>D</td>
</tr>
<tr>
<td>Years of Service</td>
<td>Hrs/Mo</td>
<td>Code</td>
</tr>
<tr>
<td>------------------------</td>
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<td>------</td>
</tr>
<tr>
<td>Less than 5</td>
<td>10</td>
<td>G</td>
</tr>
<tr>
<td>5, less than 10</td>
<td>12</td>
<td>H</td>
</tr>
<tr>
<td>10, less than 15</td>
<td>14</td>
<td>J</td>
</tr>
<tr>
<td>15 or more</td>
<td>16</td>
<td>K</td>
</tr>
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</table>
### Leave Accrual Code (Lv)

**STAFF – Grandparented Executive**

Employees in program as of 6/30/06

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Hrs/Mo</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 or more</td>
<td>16</td>
<td>K</td>
</tr>
</tbody>
</table>