

Topic Based Zoom:
Summer Salary
5/4/22



Today's Topics



Summer Salary Process Overviews



Resources



Best Practices and Q&A

Graduate Student Workers in Summer Session

CURRENT JOB IS ACTIVE

Three actions in a single PayPath transaction:

1. Extend **Appointment End Date**
2. Reduce **FTE** to 0
3. Set up additional pay with **Earn Code = ASN**

CURRENT JOB IS ON SWB

Three actions in a single PayPath transaction

1. Extend **Appointment End Date**
2. Return employee from SWB and reduce **FTE** to 0
3. Set up additional pay with **Earn Code = ASN**

NO CURRENT JOB FOR SUMMER

1. Create position; appropriate **Job Code** and **FTE = 0**
2. Add position funding
3. Submit hire template; do not enter Compensation
4. Set up additional pay in PayPath with **Earn Code = ASN**

- Check **Person Org Summary** page for other active jobs at UCSD or other campuses
- Coordinate with Graduate Employment, Summer Session, and other departments to ensure percentage of appointment limits are not exceeded
- If prorated amounts are needed, these must be entered as separate one-time additional pay rows
- Enter **Job Data Comments** that explain the action
- Submit transaction and Local approval before the **Employee Data Change Deadline**

Lecturers in Summer Session

ALL LECTURERS

1. Create position; **Job Code = 001550** and **FTE = 0**
 2. Add position funding
 3. Submit Concurrent Hire Template; do not enter Compensation
 4. Set up additional pay in PayPath with **Earn Code = ACS**
- For employees who had a Summer Session title in previous years: Use the Rehire Template and existing position number
 - For Visiting Professors: Add the Summer Session payment as Additional Pay on the existing Visiting Professor title
- Coordinate with Summer Session on payment dates and amounts
 - Look up the employee on the **Person Org Summary** page to check for other active jobs at UCSD or other campuses
 - If prorated amounts are needed, these must be entered as separate one-time additional pay rows
 - Enter **Job Data Comments** that explain the action
 - Submit transaction and Local approval before the **Employee Data Change Deadline**

Special Handling: Staff or FY Academics

- The **FTE** of the staff or FY academic job must be reduced during the summer service period dates by an amount equivalent to the teaching contract appointment percentage.
Note: FTE on the Lecturer in Summer Session position/job in UCPath will remain 0 since the payment is being issued via Additional Pay.
- Alternatively, FY academics may choose to forfeit accrued vacation leave, equivalent to the Summer Session payment amount, in lieu of reducing their **FTE**
 - Contact Summer Session if that option is requested for assistance calculating the required vacation leave forfeiture.
 - This option will only be allowed if the employee has already accrued a sufficient vacation balance prior to the beginning of the teaching contract.
- A Unit 18 Lecturer appointed on the 09/12 basis (pay period 7/1-6/30) may work as a Lecturer in Summer Session. Though the pay periods will overlap, the service periods will not. In such cases, the Lecturer in Summer Session would be processed as a Concurrent Hire. The standard 3/9ths summer salary limit for academic year appointees would apply.

Professors and LSOE in Summer Session

SUMMER RESEARCH

1. Create position; appropriate **AY – 1/9 Job Code** and **FTE**
2. Add position funding
3. Submit concurrent hire template; appropriate **Comp** and **End Date** (check box)
4. Update position funding, if needed

Note: FTE = pay %; must be changed each month the pay percentage differs

SUMMER TEACHING & ADMIN WORK

1. Add funding on existing position
2. Set up additional pay in PayPath
 - Summer Teaching: Earn code ACS
 - Summer Admin: Earn code ACA

Note: GCCP negotiated rates may not be used for administrative summer salary. The monthly amount for administrative summer salary should not exceed 1/9th of the base salary (scale rate+ off-scale).

- Look up the employee on the **Person Org Summary** page to check for other active jobs at UCSD or other campuses
- If prorated amounts are needed, these must be entered as separate one-time additional pay rows
- Enter **Job Data Comments** that explain the action
- Submit transaction and Local approval before the **Employee Data Change Deadline**

Pre Process: Professors and LSOE in Summer Session

- Departments are responsible for:
 - Confirming summer salary plans with their faculty
 - Ensuring the faculty member's summer salary does not exceed the 3/9ths limit from all sources
 - Entering all teaching and research summer salary; faculty administrative summer salary will be initiated by the department that houses the administrative position
 - Coordinating with other departments/units that may be funding a portion of the summer salary
 - Coordinating with Summer Session on payment dates and amounts

Special Handling: Faculty Taking Fall Qtr LWOP

- Because the Fall Quarter pay period overlaps the summer pay period, additional pay for summer teaching cannot be issued on the professorial job in “leave no pay” status
- Summer research will not be affected as long as that job is not placed on leave
- Summer administrative pay may be affected if the administrative job is also put on leave which is generally the case
- **NEW: For existing faculty who had summer salary in previous years, use the Rehire Template and existing position number (if they will be promoted on 7/1, first update the existing vacant position with the new job code and grade, then you will be able to select the appropriate step/salary rate on the rehire template)**

FACULTY TAKING FALL QTR LWOP

1. Create position; appropriate Professor-AY-1/9th or LSOE-AY-1/9th Job Code, BYA Salary Plan, FTE = 0
2. Add position funding
3. Submit concurrent hire template; do not enter Compensation
4. Set up additional pay in PayPath with Earn Code = ACS

Note: If a faculty member receives a retroactive merit or promotion after July, remember to update the summer salary job as well

Special Handling: Recalled Faculty

- Emeritus faculty can be recalled to teach in Summer Session.
- The total effort for the summer service period, or any given month in the summer, may not exceed 43%.
- If the Summer Session payment exceeds 43% for one month, the payment may be spread over a two month period instead.

RECALLED FACULTY

1. Create position; **Job Code = 001700, BYA Salary Plan, FTE = 0**
2. Add position funding
3. Submit concurrent hire template; do not enter Compensation
4. Set up additional pay in PayPath with **Earn Code = ASN**

UCPATH UC San Diego

Log in to UCPATH About Benefits & Payroll Self-Service Training Transactors Need Help?

UCPath / Transactors / Job Aids

Transactors

- Job Aids
- Local Updates
- System Updates
- Transactor FAQs
- Funding
- Reports
- Department Hierarchy

Job Aids and Quick References

- Survival Kit:** Provides a curated list for first-time users, newbies and those needing a quick review
- Job Aids:** Provide succinct step-by-step instructions for key transactions with appropriate business process context
- Quick References:** Provide summarized information on concepts and data that span multiple UCPATH transactions and modules

Pro Tip: To search for a specific Job Aid, Click + Expand All below, type Ctrl+F and enter keyword.

+ [Expand All](#)

- ▶ Global References
- ▶ Accruals Management
- ▶ Extended Leave of Absence
- ▶ Funding
- ▼ PayPath Transactions

UNIVERSITY OF CALIFORNIA **UCPath**

search

- Basics and Navigation
- Absence Management
- Benefits
- ePerformance
- General Ledger
- Payroll
- System Administration
- Talent Acquisition Management
- Workforce Administration**

Job Aids Page:

- [How to Process Summer Salary for Professors, LSOEs, and Recalls](#)
- [How to Process Payments for Lecturers in Summer Session](#)
- [How to Process Payments for Graduate Students in Summer Session](#)
- [How to Process Faculty Administrator 1/12 Payments](#)
- [How to Process Academic Merits and Promotions](#)

UCPath Transactor Help Site:

- [Submit Recurring Additional Pay Request](#)
- [Initiate Update to Additional Pay PayPath Transaction \(Staff/Acad\)](#)

Summer Session Payroll Training

Wednesday, May 25th (tentative)

9:00-10:30am

Lisa Bargabus will send invite to her contact list.

lbargabus@ucsd.edu



Review Person Org Summary

- Ensure you have a complete understanding of the employee's active and inactive Positions
- Identify departments for transaction collaboration



Pay close attention to Dates

- Effective dates indicate the first day a status applies (hired, terminated, etc.)
- Transactions should be submitted and locally approved by the **Employee Data Change Deadline** for the pay cycle to affect payroll



Review Resources

- How to Process Summer Salary for Professors, LSOEs, and Recalls
- How to Process Payments for Lecturers in Summer Session
- How to Process Payments for Graduate Students in Summer Session

The logo features the letters 'UC' in white on a gold square background. To the right, the word 'Path' is written in a blue, italicized sans-serif font. This text is enclosed in a blue rectangular frame with a white border. A blue trident symbol is positioned at the top right corner of the frame.

UC *Path*

UC San Diego

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Health Sciences



- The job aid that is posted is updated as of 9/20/2021. On page 1 for summer research it references the ACR earn code. Is this correct or should it be ACS? **Please remember to access the Job Aids through the link on the [Job Aids page](#) for the most up to date version. KM: ACR = research, ACS = teaching, ACA = admin**
- What will Lisa B's training session cover, generally speaking? **KM: She will cover the entire hire and pay process, including mass upload of the payment amounts. Do attend if you can!**
- will there be a way to run a comp report on additional pay? Try compensation report on BAH
- Are we able to enter faculty merit/promos effective 7/1 now or do we have to wait until 7/1 passes? **KM: Yes you may enter them now**
- **QR for FYE Funding Rollover (need to update 2022 dates) Funding Entry Freeze 6/24-30.**
- If a PostDoc is hired as Lecturer, should the postdoc position be set to 0 FTE? Do we know how this affects PostDoc benefits? **KM: It depends. Reach out to PostDoc SME: Jenn Bourke should know more about effects on benefits. Benefits will be assigned by the empl record set as primary in UCPATH.**
- **KM: Approvers double check pay rates & FTE. Set Faculty expectations to review their paychecks. Review the DOPEs regularly! Don't wait until end of FY.**
- **KM says Read Article 23 of IX contract – changes to summer benefits, (can be found on UCNET bargaining units & Contracts)**

- Would there be any issues entering in summer add'l pay on a faculty appt prior to updating their salary on 7/1 if they were up for a reappointment normal merit, promotion, etc...? **If a faculty member receives a retroactive merit or promotion after July, remember to update the summer salary job as well**

- **Heather Zion and Tina Mata are having a Cognos Reports training! May 12th @ 9:30am**
- **Join Zoom Meeting**
- **<https://ucsd.zoom.us/j/98599577376>**
- **Meeting ID: 985 9957 7376**

- **Unit 18 Learn-At-Lunch session: May 17th**