Zoom-A-Day: Summer Salary
When processing hires for employees on a BYA salary admin plan/grade or 0 FTE and no compensation information add to your Comments that the lack of compensation is intentional and the employee will be receiving pay as Additional Pay.
Today’s Topics

- Summer Salary Process Overviews
- System Steps Refresher
SUMMER SALARY PROCESS OVERVIEWS
### 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 = ACN**

#### 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 = ACN**

#### 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 = ACN**

### Remember

- If prorated amounts are needed, these must be entered as separate one-time additional pay rows
- Enter **Job Data Comments** that explain the action
- **Do not enter additional pay** on the **Additional Pay** tab in the Hire templates
- You cannot delete a pending one-time payment or completely stop a new recurring additional pay on your own; Please contact the Rapid Response Center for assistance.
Lecturers in Summer Session

1. Create position; **Job Code = 001550** 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 = ACN**

**ALL LECTURERS**

**Remember**
- If prorated amounts are needed, these must be entered as separate one-time additional pay rows
- Enter **Job Data Comments** that explain the action
- Do not enter additional pay on the **Additional Pay** tab in the Hire templates
- You cannot delete a pending one-time payment or completely stop a new recurring additional pay on your own; Please contact the Rapid Response Center for assistance.
Special Handling: Staff or FY Academics

- Process the hire using the **Concurrent Hire** template.
- 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

<table>
<thead>
<tr>
<th>SUMMER RESEARCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Create position; appropriate <strong>AY – 1/9 Job Code</strong> and <strong>FTE</strong></td>
</tr>
<tr>
<td>2. Add position funding</td>
</tr>
<tr>
<td>3. Submit concurrent hire template; appropriate Comp and <strong>End Date</strong> (check box)</td>
</tr>
<tr>
<td>4. Update position funding, if needed</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>SUMMER TEACHING &amp; ADMIN WORK</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Add funding on existing position for <strong>Earn Code = ACR</strong></td>
</tr>
<tr>
<td>2. Set up additional pay in PayPath with <strong>Earn Code = ACR</strong></td>
</tr>
</tbody>
</table>

**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).

**Remember**
- If prorated amounts are needed, these must be entered as separate one-time additional pay rows
- Enter **Job Data Comments** that explain the action
- **Do not enter additional pay** on the **Additional Pay** tab in the Hire templates
- **Contact RRC** to delete a pending one-time payment or stop a new recurring additional pay
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

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 = ACR
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.

**RCALLED 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**
SYSTEM STEPS REFRESHER
FTE is a field in Position Data. Manage it on the Add/Update Position Info page for vacant positions and in PayPath on the Position Data tab for filled positions

- There is a functionality in UCPath called Job FTE Override and this lets the position data and the job data have different FTE values for a single job
- This functionality is only being used in very specific cases
- Usually, you want your position FTE and job FTE to be the same

Here are the Reason Codes you should use when just making a regular ‘ol change to FTE:
- COR – Position Data Correction: Use this if the current FTE is just a typo/was entered wrong
- PIT – Permanent Increase in Time (FTE): Use this if the FTE is increasing permanently
- PRT – Permanent Reduction in Time (FTE): Use this if the FTE is decreasing permanently
- PRI – Permanent Reduction in Time (FTE): Used for partial layoff
- TIT – Temporary Increase in Time
- TRT – Temporary Reduction in time
Updating FTE in PayPath

1. Enter the Effective Date
2. Select Position Change Reason
   - TIT – Temporary Increase
   - TRT – Temporary Reduction
3. Enter new FTE value
4. Enter Job Data Comments on the Job Data
5. Enter Initiator Comments on the Additional Pay Data tab
6. Click Save and Submit on the Additional Pay Data tab to route for local approval
The **Appointment End Date** must be extended prior to the existing **Appointment End Date** to avoid auto-termination. The **Effective Date** of the PayPath transaction must also be prior to the existing **Appointment End Date**. For example, to extend an **Appointment End Date** of 6/30/2020:

- On or before 6/29/2020, submit a PayPath transaction to change the **Appointment End Date**
- The **Effective Date** of the PayPath transaction must be 6/29/2020, or earlier
- This transaction must be approved on or before 6/29/2020 to avoid an auto-termination

In this example, if an auto-termination occurred, the **Last Day Worked** would be 6/30/2020 and the **Effective Date** of the termination would be 7/1/2020.

Remember, staff positions end automatically on the **Appointment End Date**. Academic positions end automatically on the **Appointment End Date** only if the **End Job Automatically** checkbox is checked. Note, that whether or not the box is checked, Academic employee accruals will stop on the **Appointment End Date**.
If the current employee record has no job end date and you would like to add a job end date or check the end job automatically check box:

- **The Effective Date** of the transaction be a date prior to the appointment end date
- **Action Code** = DTA
- **Reason Code** = EXT or **Reason Code**: TMF (Update Auto Termination Flag)
1. Enter the Earnings Code
2. Enter the Effective Date
3. Enter End Date, Pay Period Amount, Goal Amount and review Applies to Pay Periods
4. Select Reason
5. Use the Upload/View Supporting Documents if applicable
6. Use Job Data Comments on the Job Data tab to record comments that will be saved with the transaction
7. Use the Initiator’s Comments on Addl Pay Data tab to further explain the transaction for the Approver
8. Click the Save and Submit button
Initiating Additional Pay

NOTE: Because Additional Pay can’t be entered on hire templates, hires must process before Additional Pay can be entered in PayPath – all before the Employee Data Change deadline.

UC San Diego Job Aids and Quick References page: https://ucpath.ucsd.edu/training/job-aids.html

UCPath Help Site for Transactional Users: https://sp.ucop.edu/sites/ucpathhelp/LocationUsers/LOCplayer/data/toc.html
Pay Components vs Earnings Distribution

For Summer Research concurrent hire, you will enter information in the Pay Components & Earnings Distributions sections on the Job Data and Earnings Distribution tab. This example is GCCP.

**Pay Components**

- **Rate Code** for UCANNL will automatically populate based on Step
- Manually enter the **Rate Codes** UCOFF1 and UCGCY as appropriate
- **Comp Rate** is an annual dollar amount per **Rate Code**

**Earnings Distribution**

- **Earn Codes** will automatically populate based on the **Rate Code**
- **Comp Rate** is a monthly dollar amount per **Earn Code**
- **Comp Rate** for REG should be the monthly amount of UCANNL + UCOFF1

<table>
<thead>
<tr>
<th>Component of Pay</th>
<th>Pay Component: Rate Code</th>
<th>Earnings Distribution: Earn Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base</td>
<td>UCANNL</td>
<td>REG</td>
</tr>
<tr>
<td>Off-Scale</td>
<td>UCOFF1</td>
<td></td>
</tr>
<tr>
<td>Negotiated</td>
<td>UCGCY</td>
<td>NNC</td>
</tr>
</tbody>
</table>

![Table and diagram showing Pay Components and Earnings Distribution]
Where can I get help?

- UC San Diego Job Aids and Quick References: [https://ucpath.ucsd.edu/training/job-aids.html](https://ucpath.ucsd.edu/training/job-aids.html)
- UCPath Help Site for Transactional Users: [https://sp.ucop.edu/sites/ucpathhelp/LocationUsers/LOCplayer/data/toc.html](https://sp.ucop.edu/sites/ucpathhelp/LocationUsers/LOCplayer/data/toc.html)