

Today's Topics



Summer Salary Process Overviews



Resources



Best Practices and Q&A





CURRENT JOB IS ACTIVE

Three actions in a single PayPath transaction:

- 1. Extend **Appointment End Date**
- 2. Reduce FTE to 0
- Set up additional pay with EarnCode = 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 EarnCode = ASN

NO CURRENT JOB FOR SUMMER

- Create position; appropriate
 Job Code and FTE = 0
- 2. Add position funding
- 3. Submit hire template; <u>do not</u> 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

UC San Diego

Lecturers in Summer Session



ALL LECTURERS

- 1. Create position; **Job Code = 001550** and **FTE = 0**
- 2. Add position funding
- 3. Submit Concurrent Hire Template; <u>do not</u> 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 <u>reduced</u> 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.



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 <u>not</u> 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 <u>summer salary will be</u> <u>initiated by the department that houses the administrative position</u>
 - 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



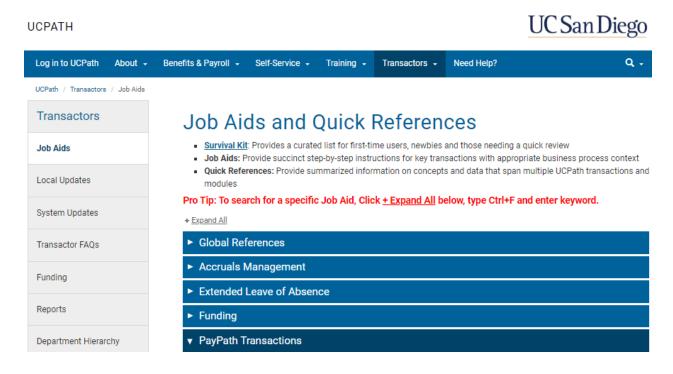
- Emeritus faculty can be recalled to teach in Summer Session.
- The total effort for the summer service period, or any given month in the summer, may not exceed 43%.
- If the Summer Session payment exceeds 43% for one month, the payment may be spread over a two
 month period instead.

RECALLED FACULTY

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

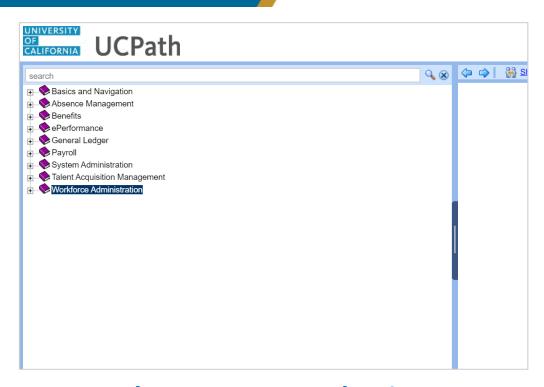
Resources





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)

Upcoming Summer Session Training



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

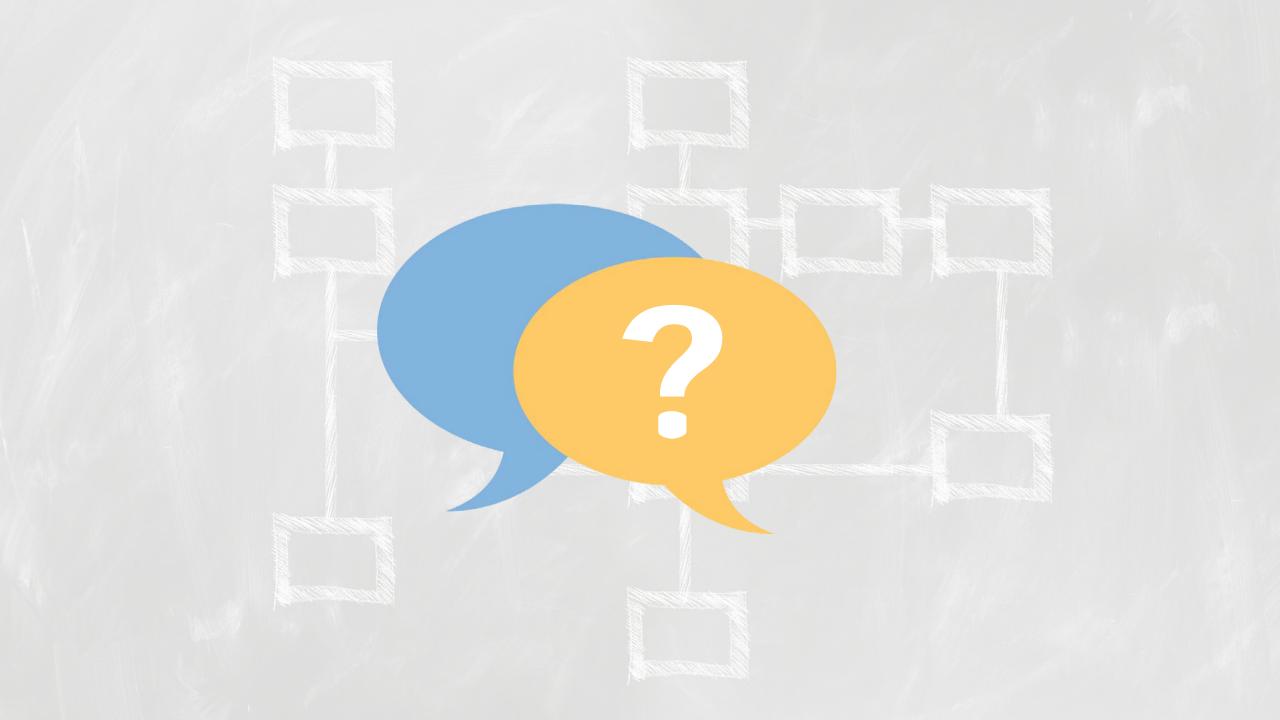
- Effective dates indicate the first day a status applies (hired, terminated, etc.)
- Transactions should be submitted and locally approved by the Employee
 Data Change Deadline for the pay cycle to affect payroll



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





Notes



- 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)

Notes



 Would there be any issues entering in summer addt'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 12^{th @} 9:30am
- Join Zoom Meeting
- https://ucsd.zoom.us/j/98599577376
- Meeting ID: 985 9957 7376
- Unit 18 Learn-At-Lunch session: May 17th