

Academic Personnel Services

Academic Compensation

SUMMER APPOINTMENTS AND DOS CODES

Welcome!

Course Goals

- Introduction and explanation of new Summer DOS codes
- Clarification on the appropriate types of appointments and title/DOS code combinations
- **PERFECT SUMMER COMPENSATION PPS ENTRIES** 🍌

- APO Website
<http://academicaffairs.ucsd.edu/offices/apo>
- Academic Personnel Manual (sections 190, 600, 660)
<http://www.ucop.edu/acadadv/acadpers/apm/>
- UCSD Policy and Procedure Manual (section 230-43)*
<http://adminrecords.ucsd.edu/ppm/docs/230-43.HTML> *Note: DOS codes not yet updated*
- Academic Compensation – x23748; mbaran@ucsd.edu
- Summer Session Office summer-payroll@ucsd.edu

Overview

- Eligible faculty with academic year appointments may receive additional compensation during the summer recess for research projects, summer session teaching, administrative service, etc.
- Pre-approval for summer compensation is not necessary if within policy limitations:
 - ❖ 3/9ths from all sources (including Summer Session)
 - ❖ No more than 2/9ths allowed on NSF funds.

Service Dates

- The summer service period begins the day after the end of the spring quarter and ends the day prior to the start of fall quarter.



**Summer 2009 service period is
6/13/09 – 9/20/09**

- Payments may be issued one of two methods:
 - ❖ Mid-June through mid-September
 - ❖ July 1st through September 30th

Half-Month Payments of ASC

- Distributions with partial month dates will automatically pay half the payment.

6/13/09 – 6/30/09

7/01/09 – 7/30/09 (instead of 7/31/09)

8/01/09 – 8/30/09 (instead of 8/31/09)

A pay exactly statement in the PAN comments that reads
“June: Pay Exactly \$xxxx.xx” will ensure a correct payment.



Working Days

- Summer salary is provided for work performed during the summer service period.
- There are a total of **57 working days** in the summer.
- During the summer, **19 days** represent full-time work for one month or a 1/9th payment.
- PAN comments should state the number of working days for the period and the number of ninths to be paid.



½ ninth	9.5 days	Pay .5/9 th	Will work 9.5 days
1 ninth	19 days	Pay 1/9 th	Will work 19 days
1 ½ ninths	28.5 days	Pay 1.5/9 th	Will work 28.5 days
2 ninths	38 days	Pay 2/9 th	Will work 38 days
2 ½ ninths	47.5 days	Pay 2.5/9 th	Will work 47 days
3 ninths	57 days	Pay 3/9 th	Will work 57 days

Summer Compensation During Leave Without Pay

- An employee who is on approved leave without pay for the fall quarter may still receive additional summer compensation.
- Special handling is required due to the leave coding. The department must contact Academic Compensation (x23748; mbaran@ucsd.edu) and the Payroll Office (x43244) to make payment arrangements.



Summer Research

	DOS Codes for professors receiving additional summer compensation for research activities:
ACR	Summer research 1/9ths, General – Percentage
ARC	Summer research 1/9ths, Agency Capped Salary – Percentage
AAC	Summer research 1/9ths, Agency Capped Salary, Above Cap Portion -- Flat Amount

	Title Codes for professors receiving additional summer compensation for research activities:
3205	Research-Academic Year-1/9 th
3215	Associate Research-Academic Year-1/9 th
3225	Assistant Research-Academic Year-1/9 th
1982	Research-Academic Year-1/9 th -Business/Econ/Engineering
1984	Associate Research-Academic Year-1/9 th -Business/ Econ/Engineering
1986	Assistant Research-Academic Year-1/9 th -Business/Econ/Engineering

Summer Research – PPS Example 1

Additional Summer Compensation - Research

Example: 2/9ths for summer research (with half a ninth to be issued in July and Sept)

How to compute:

- 1) Compute the faculty's 1/9th rate using the rate in effect July of that same year (e.g. \$103,300 / 9 = \$11,477.77/mo)
- 2) Set up the appointment using the appropriate title code (Example: Research-Academic Year – 1/9th; title code 3205)
- 3) Set up the distribution lines using the 1/9th rate and DOS code ACR (Dist. 21 is an example of issuing half a ninth based on the percentage whereas Dist. 23 issues half a ninth based on the partial month pay days)

Summer Research – PPS Screen Shot 1

PPEAPC0-E1595 SD EDB Entry/Update 04/16/09 09:46:50
04/13/09 20:21:26 Appts./Distributions-Condense Userid: SDXXYOU
ID: 000999990 Name: SCIENCE, KING OF Emp Stat: P Pri Pay: MO
PAF Gen No: 150 Stu/Reg: Page 2 of 4
Appt Actions Pgm Typ Bs Pd Ovr Appt Begin Appt End Dur Dept FLSA
20 A 5 09 09 070109 093009 000999 1
Title Grade %Full F/V Ann/Hr Rate Rt Sch Time Lv
3205 RES --- -ACAD YR-1/9TH PYMT 1.00 F 103300.00 A MO N N

Dis No

Actions	Index	Fund Sub	FTE	Dis %	PayBeg	PayEnd	Step	OA	Rate/Amt	DOS	PRQ	D	W
21	XXX1001	54321A	0	0.5000	070109	073109	5		11477.77	ACR			
22	XXX1001	54321A	0	1.0000	080109	083109	5		11477.77	ACR			
23	XXX1001	54321A	0	1.0000	090109	091509	5		11477.77	ACR			

Next Func: ID: Name: SSN:

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F: 1-Help 2-Browse 3-PrevMenu 4-Print

F: 8-Forward 9-MainMenu 12-Exit

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Summer Research – PAN Comments 1

PAN Comments:

Pay 2/9ths for summer research. Will work 38 days.

Total payment \$22,955.55.

PPS User Name/Extension

Summer Research – PPS Example 2

Additional Summer Compensation - Research

Example: 2/9ths for summer research with agency capped salary of (\$16,391.67 per month FY 2009)

How to compute:

- 1) Compute the 1/9th rate using the rate in effect July of that same year (e.g. \$155,600 / 9 = \$17,288.88/mo)
- 2) Compute the difference to be paid as the salary supplement (e.g. 1/9th rate of \$17,288.88 - NIH Capped rate of \$16,391.67 = \$897.21/Mo)
- 3) Set up the appointment using the appropriate title (Example: Research-Academic Year – 1/9th B/E/E; title code 1982)
- 4) Set up two distribution lines. One distribution issues the 1/9th NIH capped rate of \$16,391.67 on DOS code ARC and the other dist. line issues the supplement of \$897.21 on DOS code AAC. (Note: There is no dist. % on the supplement payment)

Summer Research – PPS Screen Shot 2

PPEAPC0-E1595 SD EDB Entry/Update 04/16/09 09:46:50
04/13/09 20:21:26 Appts./Distributions-Condense Userid: SDXXYOU
ID: 000999991 Name: BIG, MISTER Emp Stat: P Pri Pay: MO
PAF Gen No: 150 Stu/Reg: Page 2 of 4
Appt Actions Pgm Typ Bs Pd Ovr Appt Begin Appt End Dur Dept FLSA
20 A 5 09 09 080109 093009 000999 1
Title Grade %Full F/V Ann/Hr Rate Rt Sch Time Lv
1982 RES___-AY-1/9-BUS/ECON/ENG 1.00 F 155600.00 A MO N N

Dis No

Actions	Index	Fund Sub	FTE	Dis %	PayBeg	PayEnd	Step	OA	Rate/Amt	DOS	PRQ	D	W
21	XXX1001	54321A	0	1.0000	080109	093009	9		16391.67	ARC			
22	XXX2222	12345A	0		080109	093009	9		897.21	AAC			

Next Func: ID: Name: SSN:

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Summer Research – PAN Comments 2

PAN Comments:

Pay 2/9ths for summer research on agency capped fund.

Will work 38 days. Total capped salary amount of \$32,783.34. Total supplement of \$1,794.42.

PPS User Name/Extension

NIH Salary Cap Overview

The NIH salary cap is a statutory limitation imposed by Congress on an individual's rate of pay directly chargeable to grants, cooperative agreements and contracts issued by the NIH. The salary cap is tied to the Federal Executive Pay Scale and the year of the award. There are separate rates for fiscal and academic year employees.

Supplementation above the salary cap is based on the availability of funds, is not an entitlement, and may NOT be charged to another federal award. University policy prohibits the use of State appropriations, including 19900 funds, to pay the salary above the capped level. Unrestricted funds can be used to make up amounts not chargeable to NIH due to the salary cap.

Summer Research – PPS Example 3

Additional Summer Compensation - Research

Example: Partial ninth (\$5,000) for summer research (two separate fund sources split 50/50, one requires effort reporting)

How to compute:

- 1) Compute the faculty's 1/9th rate using the rate in effect July of that same year (e.g. $\$73,200 / 9 = \$8,133.33/\text{mo}$)
- 2) Set up the appointment using the appropriate title
(Example: Assoc Research-Academic Year – 1/9th; title code 3215)
- 3) Enter Dist. 21 using the 1/9th rate and DOS code ACR. This fund and DOS code require percent of effort reporting. You must calculate what percent \$2,500 is of \$8,133.33. (i.e. $\$2,500 / \$8,133.33 = 30.73\%$) Enter Dist. 22 using DOS code AAC. This DOS code requires a flat dollar amount with no percentage. (Note: The fund source used must not require percent of effort reporting)

Summer Research – PPS Screen Shot 3

PPEAPC0-E1595 SD EDB Entry/Update 04/16/09 09:46:50
04/13/09 20:21:26 Appts./Distributions-Condense Userid: SDXXXYOU
ID: 000999992 Name: COMPLICATED, IMSO Emp Stat: P Pri Pay: MO
PAF Gen No: 150 Stu/Reg: Page 2 of 4
Appt Actions Pgm Typ Bs Pd Ovr Appt Begin Appt End Dur Dept FLSA
20 A 5 09 09 070109 083109 000999 1
Title Grade %Full F/V Ann/Hr Rate Rt Sch Time Lv
3215 ASOC RES____-ACAD YR-1/9TH PYMT .62 F 73200.00 A MO N N

Dis No

Actions	Index	Fund Sub	FTE	Dis %	PayBeg	PayEnd	Step	OA Rate/Amt	DOS PRQ D W
21	XXX1001	54321A 0		0.3073	070109	073109	3	8133.33	ACR
22	XXX2002	54321A 0			080109	083109	3	2500.00	AAC

Next Func: ID: Name: SSN:

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Summer Research – PAN Comments 3

PAN Comments:

Pay exactly \$2,500 in July and \$2,500 in August for summer research.

Will work a total of 12 days.

PPS User Name/Extension

Summer Administration

	DOS Codes for professors receiving additional summer compensation for administrative activities:
ACA	Summer Administration Compensation-Percentage
APA	Summer Administration Compensation-Flat Amount

	Title Codes for professors receiving additional summer compensation for administrative activities:
1103	Professor-Academic Year-1/9 th
1203	Associate Professor-Academic Year-1/9 th
1303	Assistant Professor-Academic Year-1/9 th
1145	Professor-Academic Year-1/9 th -Business/Econ/Engineering
1245	Associate Professor-Academic Year-1/9 th -Business/ Econ/Engineering
1345	Assistant Professor-Academic Year-1/9 th -Business/Econ/Engineering

Summer Administration – Example 4

Additional Summer Compensation – Administrative

Example: 1.5/9ths for department chair service

How to compute:

- 1) Compute the faculty's 1/9th rate using the rate in effect July of that same year (e.g. \$83,700 / 9 = \$9,300/mo)
- 2) Set up the appointment using the appropriate title
(Example: Associate Professor-Academic Year – 1/9th; title code 1203)
- 3) Set up the distribution line using the 1/9th rate and DOS code ACA

Summer Administration – Screen Shot 4

PPEAPC0-E1595 SD EDB Entry/Update 04/16/09 09:46:50
04/13/09 20:21:26 Appts./Distributions-Condense Userid: SDXXXYOU
ID: 000999999 Name: DODGER, ARTFUL Emp Stat: P Pri Pay: MO
PAF Gen No: 150 Stu/Reg: Page 2 of 4
Appt Actions Pgm Typ Bs Pd Ovr Appt Begin Appt End Dur Dept FLSA
20 A 5 09 09 070109 081509 000999 1
Title Grade %Full F/V Ann/Hr Rate Rt Sch Time Lv
1203 ASSOC PROFESSOR-ACAD YR-1/9th 1.00 F 83700.00 A MO N N

Dis No

Actions	Index	Fund Sub	FTE	Dis %	PayBeg	PayEnd	Step	OA	Rate/Amt	DOS	PRQ	D	W
21	XXX1001	54321A 0	1.0000	070109	081509	5		9300.00	ACA				

Next Func: ID: Name: SSN:

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F: 1-Help 2-Browse 3-PrevMenu 4-Print

F: 8-Forward 9-MainMenu 12-Exit

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Summer Administration – PAN Comments 4

PAN Comments:

Pay 1.5/9ths for summer service as department chair.

Will work 28.5 days.

Total payment \$13,950.

PPS User Name/Extension

Summer Session Teaching

	Dos Codes for Summer Session Teaching: Academic Year Appointees Eligible for DCP - Flat Amount
SSC	Summer Session Teaching: Academic Year Appointees Eligible for DCP Contribution -- Flat Amount
SST	Summer Session Teaching: Not Eligible for DCP Contribution -- Flat Amount

Summer Session Teaching

Title Codes for additional summer compensation for teaching in Summer Session

1550	Lecturer in Summer Session
3258	Adjunct Professor Academic Year
3268	Assoc. Adj. Professor Academic Year
3278	Asst. Adj. Professor Academic Year
3379	Adjunct Professor Academic Year - Business/Econ/Engineering
3374	Assoc. Adj. Professor Academic Year - Business/Econ/Engineering
3371	Asst. Adj. Professor Academic Year - Business/Econ/Engineering

1603	Senior Lecturer w/Security of Employment Academic Year
1607	Lecturer w/Security of Employment Academic Year
1680	Lecturer Potential Security of Employment Academic Year 100%
1100	Professor Academic Year
1200	Associate Professor Academic Year
1300	Assistant Professor Academic Year
1143	Professor Academic Year – Business/Econ/Engineering
1243	Associate Professor Academic Year – Business/Econ/Engineering
1343	Assistant Professor Academic Year – Business/Econ/Engineering

Summer Session Teaching – Example 5

Additional Summer Compensation – Summer Session

Example: Appointment as Instructor of Record – Flat Amount Eligible for DCP

How to compute:

- 1) Enter a new appointment
- 2) Enter the faculty's total summer session payment at the appointment level using the Payroll Worksheet information. (e.g. Formula for instructors is dependent on type of appointment. Typically 8.5% of the academic salary as of June 30 of the current fiscal year for a 3-6 unit course and 4.25% for 1-2 unit courses.)
- 3) Set up the appointment using the appropriate title
(Example: Lecturer-PSOE-ACAD Yr-100%; title code 1680)
- 4) Set up the distribution line using the rates from the Payroll Worksheet and DOS code SSC

Summer Session Teaching – Screen Shot 5

PPEAPC0-E1595 SD EDB Entry/Update 04/16/09 09:46:50
04/13/09 20:21:26 Appts./Distributions-Condense Userid: SDXXXYOU
ID: 000999999 Name: Potential, Plenty Of Emp Stat: P Pri Pay: MO
PAF Gen No: 150 Stu/Reg: Page 2 of 4
Appt Actions Pgm Typ Bs Pd Ovr Appt Begin Appt End Dur Dept FLSA
20 A 5 062909 080109 000999 1
Title Grade %Full F/V Ann/Hr Rate Rt Sch Time Lv
1680 LECTURER-PSOE-ACAD YR-100% .50 F 8341.00 B MO N N

Dis No

Actions	Index	Fund Sub	FTE	Dis %	PayBeg	PayEnd	Step	OA Rate/Amt	DOS	PRQ	D	W
21	XXX1090	54321A 2			062909	080109		4374.00	SSC			
22	XXX1090	54321A 2			062909	080109		3827.00	SSC			
23	XXX1090	54321A 2			062909	080109		140.00	SSC			

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F: 1-Help 2-Browse 3-PrevMenu 4-Print

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Summer Session Teaching – PAN Comments 5

PAN Comments:

Appointment to teach BIBC 103 in Summer Session I.

Flat rate payment.

Base salary = \$4,374; Lab Bonus = \$3,827; Enrollment Bonus = \$140.

Total summer session payment = \$8,341

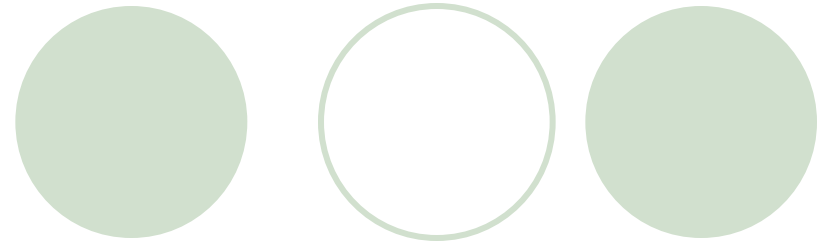
PPS User Name/Extension

Miscellaneous Payments

	DOS Codes for additional pay during summer for non-Summer Session services
ACM	Miscellaneous Summer Compensation: Academic Year Appointees eligible for DCP Contribution – Percentage
AMN	Miscellaneous Summer Compensation: No DCP Contribution – Percentage

	Exceptional Payment for Fiscal Year faculty of up to one-eleventh of annual salary for research performed during vacation period
OEN	Additional Pay One-Eleventh for Research – Percentage (Appropriate number of accrued vacation days must be charged)

Call Academic Compensation at x23748 for assistance with these actions.



The End

Questions

