**ROS Compensation Rate Approval Form for**

**UC Faculty Providing Services to LANS/LLNS**

Please provide the following information that will be used to process the reimbursement for UC Faculty providing services to Los Alamos National Security, LLC (LANS) and/or Lawrence Livermore National Security, LLC (LLNS).

Faculty member name:

Employee number:

Campus:

Current salary rate:

Proposed daily rate or percentage of effort, whichever is applicable:

Proposed/anticipated number of hours:

Description of Service (DOS) code:

Service dates:

Campus contact:

Approved by:

Chancellor or Designee (print name)

Signature:

Date

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The above information is required in accordance with letter dated December 19, 2006, from Provost and Executive Vice President Wyatt R. Hume re: Additional University Compensation to Faculty for Oversight and Expert Services Provided to Los Alamos National Security, LLC (LANS) :

*Faculty members may be compensated for consultant services at a negotiated rate not to exceed 130 percent of their daily rate. Faculty consultant arrangements must be approved by the Chancellor of the faculty member’s home campus.*

Note that this also applies to Lawrence Livermore National Security, LLC (LLNS) effective October 1, 2007.

**References:**

***SALARY ADMINISTRATION - APM 664***

*Additional Compensation/Services as Faculty Consultant (Rev. 12/14/00)*

***664-18******Amount***

*Faculty consultants are paid at a negotiated rate which is approved by the Chancellor, Laboratory Director, or equivalent official at the campus or location where the consulting is done. The maximum amount per day which is permitted is the daily rate plus an additional 30 percent, which may be paid in consideration of the fact that there are no benefits for such services. The daily rate for academic-year appointees is determined by dividing the appointee’s regular nine-month salary by 171. For fiscal-year appointees, the daily rate is determined by dividing the annual salary by 236.*

***Personnel Policies for Staff Members - Section 30 - Compensation***

***K. Restrictions***

*An employee who is appointed at 100 percent time shall not receive additional compensation from the University for any work or services which are related to the employee’s appointment, regardless of source of type of payments. …*

**Request for Offsite Services (ROS) Process for UC Faculty & Staff**

1.) LANS/LLNS Requesting Organization sends statement of work and requests salary information from UCOP Laboratory Management Office (LMO).

2.) LMO submits ROS request form to UC Campus Academic Personnel Office/HR requesting rates (hourly/% of effort) and approval from Chancellor or designee.

3.) Campus Academic Personnel Office/HR reviews the request and confirms rates/% of effort and obtains approval from Chancellor or designee, and transmits to LMO.

4.) LMO provides rates/% of effort information to Requesting Organization with a copy to the LLC corporate office and the LLC ROS administrator.

5.) LANS/LLNS Requesting organization sends signed (approved) ROS to LMO.

6.) LMO transmits approved ROS to UC campus for their files.

7.) Faculty/Staff member submits hours/% of effort, along with any travel receipts to LMO.

8.) UCOP submits travel documentation to UCLA for processing.

9.) LMO sends payroll form with UCOP account to be charged to UC campus Academic Personnel Office/HR.

10.) LMO invoices LANS/LLNS for hours/effort/travel for ROS approved personnel.

11.) LMO receives payment from LANS/LLNS.