

FURLOUGH EXCHANGE PROGRAM (FEP) Payroll/Personnel System (PPS) Instructions

Upon approval, the Academic Compensation Office will email an approved copy of the UCSD Furlough Exchange Program (FEP) Agreement to the department chair, MSO, and Dean's Office. This will serve as the necessary pre-approval for the payroll entry. The department payroll processor will update the employee's record in PPS according to the instructions below.

In cases where ORU funding is used for a faculty member, the academic department MSO will coordinate with the ORU MSO on the funding to be used and will notify the ORU MSO when the approval is obtained. The academic department should process the entire PPS entry.

Because the employee will be included in the Salary Reduction/Furlough Plan, the employee's payroll record must be manually adjusted to remove the salary reduction distribution(s) and add the necessary FEP information. **Please note that DOS code FEP and action code '43' must be used to record participation in this program.**

Appendix 1 contains PPS instructions and sample screen shots of full-year and partial-year participation for both academic year appointees (see examples 1 and 2) and fiscal year appointees (see examples 3 and 4).

Appendix 1

Academic Year PPS Instructions/Examples:

1. Full-year participation - PPS entry must be completed no later than 09/24/09.
 - Delete the SRB salary reduction distribution(s)
 - End existing REG pay distribution on 06/30/09
 - Add a new REG pay distribution to reflect the reduced percent of pay on the regular pay source effective 07/01/09 – 06/30/10.
 - Add an RGS distribution for the period of 07/01/09 - 06/30/10 to hold the FTE.
 - Add a new REG distribution to reflect the return to regular pay status effective 07/01/10.
 - Add a new appointment under the appropriate research title for the dedicated research effort for the pay period 07/01/09 – 06/30/10.
 - Add a new FEP distribution(s) to the research appointment to reflect the appropriate percent effort on the extramural project(s). **Use action code 43 on this distribution.**
The total percent effort on the research project should total the employee's total salary reduction percentage.

NOTE: No salary reduction/furlough will be added for the period 07/01/10 – 08/31/10 for employees participating in the FEP for an entire twelve month pay period.

- Enter appropriate PAN comments as follows:
*Delete salary reduction.
 Does not affect pay.
 FEP approved by SVC Drake on [insert approval date.]
 Effective 07/01/09-06/30/10 pay period.*

Professor-AY subject to an 8% reduction (salary band 5) – FEP 8%

Full-Year - AY

| Appt | Actions | Pgm | Typ | Bas | Pd | Ovr | Appt Begin | Appt End | Dur | Dept | FLSA | | | |
|---------|---------|---------------------------|-------------------|--------------|----------------|-------------------|-------------------|-------------------|--------------|--------------|--------------------|----------------|---------|---|
| 10 | | A | 5 | 09 | 12 | | 070194 | 999999 | T | 000987 | 1 | | | |
| Title | | | | Grade | | %Full | F/V | Ann/Hr Rate | Rt | Sch | Time | Lv | | |
| 1100 | | PROFESSOR - ACADEMIC YEAR | | ___ | | 1.00 | F | 111800.00 | A | MO | N | N | | |
| Dist No | | | | | | | | | | | | | | |
| Actions | Index | Fund | Sub | FTE | Dis % | PayBeg | PayEnd | Step | OA | Rate/Amt | DOS | PRQ | D | W |
| 11 | | MYFUND | 19900A | 0 | 1.00 | 1.0000 | 100107 | 063009 | 7 | O | 9316.67 | REG | ended | |
| 12 | | MYFUND | 19900A | 0 | ___ | 0.0800 | 090109 | 083110 | 7 | O | 9316.67 | SRB | deleted | |
| 13 | | MYFUND | 19900A | 0 | ___ | 0.9200 | 070109 | 063010 | 7 | O | 9316.67 | REG | added | |
| 14 | | MYFUND | 19900A | 0 | 1.00 | 0.0000 | 070109 | 063010 | 7 | O | 9316.67 | RGS | added | |
| 15 | | MYFUND | 19900A | 0 | 1.00 | 1.0000 | 070110 | 999999 | 7 | O | 9316.67 | REG | added | |

| Appt | Actions | Pgm | Typ | Bas | Pd | Ovr | Appt Begin | Appt End | Dur | Dept | FLSA | | | |
|---------|---------|----------------------------|--------|-------|-------|--------|------------|-------------|-----|----------|---------|-----|-------|---|
| 20 | | A | 5 | 09 | 12 | | 070109 | 063010 | | 000987 | 1 | | | |
| Title | | | | Grade | | %Full | F/V | Ann/Hr Rate | Rt | Sch | Time | Lv | | |
| 3203 | | RESEARCHER - ACADEMIC YEAR | | ___ | | 0.08 | F | 111800.00 | A | MO | N | N | | |
| Dist No | | | | | | | | | | | | | | |
| Actions | Index | Fund | Sub | FTE | Dis % | PayBeg | PayEnd | Step | OA | Rate/Amt | DOS | PRQ | D | W |
| 21 | | GRTFND | 35670A | 0 | ___ | 0.0800 | 070109 | 063010 | 7 | O | 9316.67 | FEP | added | |

For joint Professor/Researchers, the FEP distribution(s) can be added under the existing Research appointment.

Academic Year PPS Instructions/Examples (continued)

2. Partial-year participation - PPS entry must be completed no later than the monthly payroll deadline of the pay period begin date (e.g. 11/23/09 for Winter quarter)

- End the SRB salary reduction distribution(s) prior to the FEP begin date
- End existing REG pay distribution (e.g. 10/31/09 for Winter quarter FEP)
- Add a new REG pay distribution to reflect the reduced percent of pay on the regular pay source (e.g. 11/01/09 – 02/28/10 for Winter quarter FEP)
- Add an RGS distribution to hold the FTE (Associate/full Professor – RGS dates are 07/01/09 to FEP end date; Assistant Professor – RGS dates match FEP dates exactly)
- Add a new REG distribution to reflect the return to regular pay status following the FEP.
- Add a new SRB salary reduction distribution for the remainder of the Salary Reduction/Furlough Plan period.
- Add a new appointment under the appropriate research title for the dedicated research effort for the FEP pay period (e.g. 11/01/09 – 02/28/10 for Winter quarter FEP)
- Add a new FEP distribution(s) to the research appointment to reflect the appropriate percent effort on the extramural project(s). **Use action code 43 on this distribution.**

Delete salary reduction.

Does not affect pay.

FEP approved by SVC Drake on [insert approval date.]

Effective 11/01/09-02/28/10 pay period.

Professor-AY subject to an 8% reduction (salary band 5) – FEP 8% Winter Quarter Only - AY

| Appt | Actions | Pgm | Typ | Bas | Pd | Ovr | Appt Begin | Appt End | Dur | Dept | FLSA | | | |
|---|---------|--------|--------|-----|-------|--------|------------|----------|-----|----------|---------|-----|-------|---|
| 10 | | A | 5 | 09 | 12 | | 070194 | 999999 | T | 000987 | 1 | | | |
| Title Grade %Full F/V Ann/Hr Rate Rt Sch Time Lv 1100 PROFESSOR - ACADEMIC YEAR ___ 1.00 F 111800.00 A MO N N Dist No | | | | | | | | | | | | | | |
| Actions | Index | Fund | Sub | FTE | Dis % | PayBeg | PayEnd | Step | OA | Rate/Amt | DOS | PRQ | D | W |
| 11 | | MYFUND | 19900A | 0 | 1.00 | 1.0000 | 100107 | 103109 | 7 | O | 9316.67 | REG | ended | |
| 12 | | MYFUND | 19900A | 0 | | 0.0800 | 090109 | 103109 | 7 | O | 9316.67 | SRB | ended | |
| 13 | | MYFUND | 19900A | 0 | | 0.9200 | 110109 | 022810 | 7 | O | 9316.67 | REG | added | |
| 14 | | MYFUND | 19900A | 0 | 1.00 | 0.0000 | 070109 | 022810 | 7 | O | 9316.67 | RGS | added | |
| 15 | | MYFUND | 19900A | 0 | 1.00 | 1.0000 | 030110 | 999999 | 7 | O | 9316.67 | REG | added | |
| 16 | | MYFUND | 19900A | 0 | | 0.0800 | 030110 | 083110 | 7 | O | 9316.67 | SRB | added | |

| Appt | Actions | Pgm | Typ | Bas | Pd | Ovr | Appt Begin | Appt End | Dur | Dept | FLSA | | | |
|--|---------|--------|--------|-----|-------|--------|------------|----------|-----|----------|---------|-----|-------|---|
| 20 | | A | 5 | 09 | 12 | | 110109 | 022810 | | 000987 | 1 | | | |
| Title Grade %Full F/V Ann/Hr Rate Rt Sch Time Lv 3203 RESEARCHER - ACADEMIC YEAR ___ 0.08 F 111800.00 A MO N N added Dist No | | | | | | | | | | | | | | |
| Actions | Index | Fund | Sub | FTE | Dis % | PayBeg | PayEnd | Step | OA | Rate/Amt | DOS | PRQ | D | W |
| 21 | | GRTFND | 35670A | 0 | | 0.0800 | 110109 | 022810 | 7 | O | 9316.67 | FEP | added | |

For joint Professor/Researchers, the FEP distribution(s) can be added under the existing Research appointment.

Fiscal Year PPS Instructions/Examples:

3. Full-year participation - PPS entry must be completed no later than 09/24/09.
 - Delete the SRB salary reduction distribution(s)
 - End existing REG pay distribution on 08/31/09
 - Add a new REG pay distribution to reflect the reduced percent of pay on the regular pay source effective 09/01/09 – 08/31/10.
 - Add an RGS distribution for the period of 07/01/09 - 08/31/10 to hold the FTE.
 - Add a new REG distribution to reflect the return to regular pay status effective 09/01/10.
 - Add a new appointment under the appropriate research title for the dedicated research effort for the pay period 09/01/09 – 08/31/10.
 - Add a new FEP distribution(s) to the research appointment to reflect the appropriate percent effort on the extramural project(s). **Use action code 43 on this distribution.**
The total percent effort on the research project should total the employee's total salary reduction percentage.
 - Enter appropriate PAN comments as follows:
Delete salary reduction.
Does not affect pay.
FEP approved by SVC Drake on [insert approval date.]
Effective 09/01/09-08/31/10 pay period.

Professor-FY subject to an 8% reduction (salary band 5) – FEP 8% **Full-Year - FY**

| Appt | Actions | Pgm | Typ | Bas | Pd | Ovr | Appt Begin | Appt End | Dur | Dept | FLSA | | | |
|-------------|-------------------------|-------------------|--------------|-------------------|---------------|-------------------|-------------------|---------------|--------------|---------------------|----------------|-----|--------------------|---|
| 10 | | <u>A</u> | <u>5</u> | <u>09</u> | <u>12</u> | | <u>070194</u> | <u>999999</u> | <u>T</u> | <u>000987</u> | 1 | | | |
| Title | | | | Grade | | %Full | F/V | Ann/Hr Rate | Rt | Sch | Time | Lv | | |
| <u>1110</u> | PROFESSOR - FISCAL YEAR | | | | <u>1.00</u> | <u>F</u> | <u>160000.00</u> | <u>A</u> | <u>MO</u> | <u>N</u> | <u>N</u> | | | |
| Dist No | | | | | | | | | | | | | | |
| Actions | Index | Fund | Sub | FTE | Dis % | PayBeg | PayEnd | Step | OA | Rate/Amt | DOS | PRQ | D | W |
| 11 | <u>MYFUND</u> | <u>19900A</u> | <u>0</u> | <u>1.00</u> | <u>1.0000</u> | <u>100107</u> | <u>083109</u> | <u>7</u> | <u>O</u> | <u>13333.33</u> | <u>REG</u> | | <u>ended</u> | |
| 12 | MYFUND | 19900A | 0 | 0.0800 | | 090109 | 083110 | 7 | O | 13333.33 | SRB | | deleted | |
| 13 | <u>MYFUND</u> | <u>19900A</u> | <u>0</u> | <u>0.9200</u> | | <u>090109</u> | <u>083110</u> | <u>7</u> | <u>O</u> | <u>13333.33</u> | <u>REG</u> | | <u>added</u> | |
| 14 | <u>MYFUND</u> | <u>19900A</u> | <u>0</u> | <u>1.00</u> | <u>0.0000</u> | <u>070109</u> | <u>083110</u> | <u>7</u> | <u>O</u> | <u>13333.33</u> | <u>RGS</u> | | <u>added</u> | |
| 15 | <u>MYFUND</u> | <u>19900A</u> | <u>0</u> | <u>1.00</u> | <u>1.0000</u> | <u>090110</u> | <u>999999</u> | <u>7</u> | <u>O</u> | <u>13333.33</u> | <u>REG</u> | | <u>added</u> | |

| Appt | Actions | Pgm | Typ | Bas | Pd | Ovr | Appt Begin | Appt End | Dur | Dept | FLSA | | | |
|-------------|--------------------------|---------------|---------------|-----------|---------------|---------------|------------------|---------------|-----------|-----------------|------------|--------------|--------------|---|
| 20 | | <u>A</u> | <u>5</u> | <u>09</u> | <u>12</u> | | <u>090109</u> | <u>083110</u> | | <u>000987</u> | 1 | | | |
| Title | | | | Grade | | %Full | F/V | Ann/Hr Rate | Rt | Sch | Time | Lv | | |
| <u>3200</u> | RESEARCHER - FISCAL YEAR | | | | <u>0.08</u> | <u>F</u> | <u>160000.00</u> | <u>A</u> | <u>MO</u> | <u>N</u> | <u>N</u> | <u>added</u> | | |
| Dist No | | | | | | | | | | | | | | |
| Actions | Index | Fund | Sub | FTE | Dis % | PayBeg | PayEnd | Step | OA | Rate/Amt | DOS | PRQ | D | W |
| 21 | <u>43</u> | <u>GRTFND</u> | <u>35670A</u> | <u>0</u> | <u>0.0800</u> | <u>090109</u> | <u>083110</u> | <u>7</u> | <u>O</u> | <u>13333.33</u> | <u>FEP</u> | | <u>added</u> | |

For joint Professor/Researchers, the FEP distribution(s) can be added under the existing Research appointment.

Fiscal Year PPS Instructions/Examples (continued)

4. Partial-year participation - PPS entry must be completed no later than the monthly payroll deadline of the pay period begin date

- End the SRB salary reduction distribution(s) prior to the FEP begin date
- End existing REG pay distribution (e.g. 12/31/09 for Winter quarter FEP)
- Add a new REG pay distribution to reflect the reduced percent of pay on the regular pay source (e.g. 01/01/10 – 03/31/10 for Winter quarter FEP)
- Add an RGS distribution to hold the FTE (Associate/full Professor – RGS dates are 07/01/09 to FEP end date; Assistant Professor – RGS dates match FEP dates exactly)
- Add a new REG distribution to reflect the return to regular pay status following the FEP.
- Add a new SRB salary reduction distribution for the remainder of the Salary Reduction/Furlough Plan period.
- Add a new appointment under the appropriate research title for the dedicated research effort for the FEP pay period (e.g. 01/01/10 – 03/31/10 for Winter quarter FEP)
- Add a new FEP distribution(s) to the research appointment to reflect the appropriate percent effort on the extramural project(s). **Use action code 43 on this distribution.**

Delete salary reduction.

Does not affect pay.

FEP approved by SVC Drake on [insert approval date.]

Effective 01/01/10-03/31/10 pay period.

Professor-FY subject to an 8% reduction (salary band 5) – FEP 8% **Winter Quarter Only - FY**

| Appt | Actions | Pgm | Typ | Bas | Pd | Ovr | Appt Begin | Appt End | Dur | Dept | FLSA | | | |
|---------|-------------------------|--------|--------|-------|-------|--------|-------------|----------|-----|----------|----------|-----|---|-------|
| 10 | | A | 5 | 09 | 12 | | 070194 | 999999 | T | 000987 | 1 | | | |
| Title | | | | Grade | %Full | F/V | Ann/Hr Rate | Rt | Sch | Time | Lv | | | |
| 1110 | PROFESSOR - FISCAL YEAR | | | | 1.00 | F | 160000.00 | A | MO | N | N | | | |
| Dist No | | | | | | | | | | | | | | |
| Actions | Index | Fund | Sub | FTE | Dis % | PayBeg | PayEnd | Step | OA | Rate/Amt | DOS | PRQ | D | W |
| 11 | | MYFUND | 19900A | 0 | 1.00 | 1.0000 | 100107 | 123109 | 7 | O | 13333.33 | REG | | ended |
| 12 | | MYFUND | 19900A | 0 | | 0.0800 | 090109 | 123109 | 7 | O | 13333.33 | SRB | | ended |
| 13 | | MYFUND | 19900A | 0 | | 0.9200 | 010110 | 033110 | 7 | O | 13333.33 | REG | | added |
| 14 | | MYFUND | 19900A | 0 | 1.00 | 0.0000 | 070109 | 033110 | 7 | O | 13333.33 | RGS | | added |
| 15 | | MYFUND | 19900A | 0 | 1.00 | 1.0000 | 040110 | 999999 | 7 | O | 13333.33 | REG | | added |
| 16 | | MYFUND | 19900A | 0 | | 0.0800 | 040110 | 083110 | 7 | O | 13333.33 | SRB | | added |

| Appt | Actions | Pgm | Typ | Bas | Pd | Ovr | Appt Begin | Appt End | Dur | Dept | FLSA | | | |
|---------|--------------------------|--------|--------|-------|-------|--------|-------------|----------|-----|----------|----------|-----|---|-------|
| 20 | | A | 5 | 09 | 12 | | 010110 | 033110 | | 000987 | 1 | | | |
| Title | | | | Grade | %Full | F/V | Ann/Hr Rate | Rt | Sch | Time | Lv | | | |
| 3200 | RESEARCHER - FISCAL YEAR | | | | 0.08 | F | 160000.00 | A | MO | N | N | | | |
| Dist No | | | | | | | | | | | | | | |
| Actions | Index | Fund | Sub | FTE | Dis % | PayBeg | PayEnd | Step | OA | Rate/Amt | DOS | PRQ | D | W |
| 21 | | GRTFND | 35670A | 0 | | 0.0800 | 010110 | 033110 | 7 | O | 13333.33 | FEP | | added |

For joint Professor/Researchers, the FEP distribution(s) can be added under the existing Research appointment.

Appendix 2

UC Furlough/Salary Reduction Band Tables for Academics

| Banding Table 2A Academic Year Faculty | | | | | |
|---|---------|---------------------|---------------------|---------------|---|
| Salary Band | MCB-NY | Annual Compensation | Hourly Accrual Rate | Furlough Days | Total Equivalent Salary Reduction (Approximate) |
| 1 | <=40 | < =\$40,000 | 0.026923 | 7 | 4% |
| 2 | 41-46 | \$40,001- \$46,000 | 0.034615 | 9 | 5% |
| 3 | 47-60 | \$46,001-\$60,000 | 0.038462 | 10 | 6% |
| 4 | 61-90 | \$60,001-\$90,000 | 0.046154 | 12 | 7% |
| 5 | 91-180 | \$90,001-\$180,000 | 0.053846 | 14 | 8% |
| 6 | 181-240 | \$180,001-\$240,000 | 0.057692 | 15 | 9% |
| 7 | >240 | >\$240,000 | 0.065385 | 17 | 10% |

| Banding Table 2B: Fiscal Year Faculty | | | | | |
|--|---------|---------------------|---------------------|---------------|---|
| Salary Band | MCB-NY | Annual Compensation | Hourly Accrual Rate | Furlough Days | Total Equivalent Salary Reduction (Approximate) |
| 1 | <=40 | < =\$40,000 | 0.038462 | 10 | 4% |
| 2 | 41-46 | \$40,001- \$46,000 | 0.046154 | 12 | 5% |
| 3 | 47-60 | \$46,001-\$60,000 | 0.053846 | 14 | 6% |
| 4 | 61-90 | \$60,001-\$90,000 | 0.061538 | 16 | 7% |
| 5 | 91-180 | \$90,001-\$180,000 | 0.073077 | 19 | 8% |
| 6 | 181-240 | \$180,001-\$240,000 | 0.084615 | 22 | 9% |
| 7 | >240 | >\$240,000 | 0.092308 | 24 | 10% |