Academic Personnel/PPS Online Update
Policy and Procedures Manual

7/27/01

UCSD
Academic Personnel Office
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Changes are periodically made to this document. Policy and/or procedure changes, technical inaccuracies and typographic errors will be corrected in subsequent editions. Some material was copied from the UCOP Academic Personnel Manual and the UCSD Policy and Procedures Manual.

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Introduction

This manual provides a general introduction to basic academic payroll and compensation policies and procedures used at the University of California, San Diego. It is intended as a supplement to the Payroll/Personnel System Online Update training. A more formal and thorough course on academic policies and procedures will be available through Staff Education and Development at a later date.

This manual can be downloaded by chapter or in its entirety from the SVCAA website. Employees attending the Academic Personnel/PPS Policy Workshop and the Academic Personnel/PPS Procedures and Activities Session will be provided with a hard copy of this manual, but are encouraged to preview it online prior to attending the workshop.

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Informational Resources

Listed below are introductions to the primary resources for academic personnel policy and procedures. Should you need further assistance or clarification after consulting these resources, you may call the appropriate central office contact listed on the next page.

Academic Personnel Manual

The Academic Personnel Manual (APM) is the primary resource for academic personnel policy. In addition to defining all academic series and titles, the APM also includes guidelines on recruitment, compensation, and leaves of absence. The Academic Personnel Manual policies originate at the UC Office of the President (UCOP). While all UC campuses must adhere to policies established in the APM, individual campus policies may be even more stringent.

Each department on campus has one hard copy of the Academic Personnel Manual. You should locate your departmental copy for future reference. Updates to the Academic Personnel Manual are sent to departments periodically.

The Academic Personnel Manual may also be accessed through the UC Office of the President's internet server. The web page is:
http://www.ucop.edu/acadadv/acadpers/apm/.

Policy and Procedures Manual: Personnel-Academic

Section 230 of the UCSD Policy and Procedures Manual (PPM) is the primary resource for academic personnel procedures specific to this campus. The PPM includes information on file assembly, the file review process, salary scales, and more.

The Policy and Procedures Manual is maintained locally at UCSD.

Each department on campus has at least one hard copy of the Policy and Procedures Manual. Extra copies can be requested of Administrative Records. Updates to the Policy and Procedures Manual are sent to departments periodically.

The Policy and Procedures Manual may also be accessed through UCSD's internet server. The web page is: http://adminrecords.ucsd.edu/PPM/index.HTML.

Senior Vice Chancellor – Academic Affairs (SVCAA) Website

The SVCAA website contains information pertaining to faculty, recruitments, and the various office units under the SVCAA. The Academic Personnel Office Page has links to the APM, PPM, Senate manuals, PPS examples, forms, etc. The web page is:
http://academicaffairs.ucsd.edu.

Academic Salary Scales- Website

Section 230-40 of the UCSD Policy and Procedure Manual (PPM) is the Academic Salary Scale resource specific to this campus. The salary scales are updated on an annual basis and issued to the departments online. The Web page is:
http:/adminrecords.ucsd.edu/PPM/docs/230-40.HTML

Basic Academic Personnel Policy

Employees Covered by Academic Personnel Policies

All academic appointees are covered by academic personnel policies. An academic appointee is defined as an appointee who is primarily engaged in teaching, research, extension work, or whose duties are closely related to the University's instructional and research functions.

Major Academic Series Used at UCSD

Professor
The professorial series is used for appointees who are members of the faculty of an academic or professional college or school of the University who have instructional, as well as research, University, and public service responsibilities.

Professor in Residence
The Professor in Residence title is intended for individuals who are supported by non-State funds and engage in teaching, research or other creative work, and University and public service.

Professor of Clinical
This series is used for faculty whose predominant responsibilities are in teaching and clinical service and who also engage in creative activities. These appointments are reserved for salaried positions in the health sciences with the University and/or an affiliated hospital.

Adjunct Professor
Titles in this series may be assigned (1) to individuals who are predominantly engaged in research or other creative work and who participate in teaching, or (2) to individuals who contribute primarily to teaching and have a limited responsibility for research or other creative work.

Lecturer & Senior Lecturer - Unit 18
This title is assigned to a professionally qualified appointee not under consideration for appointment in the professorial series whose services are contracted for certain teaching duties, often for limited periods or for part-time.

Professional Research/Project Scientist
These titles are given only to those who engage personally and directly in research, and not to those whose duties are merely to provide technical assistance to a research project.

Specialist
The specialist series is used for academic appointees who are engaged in research in specialized areas and who do not have any teaching responsibilities.

Continuing Education Specialist
This title series is used for those appointees in University Extension who, as professional adult educators, teachers, program planners, or producers of mass media programs, represent the University in serving the public of California.

Postgraduate Research
Appointees to this position are engaged in research at the postdoctoral training level (i.e., post-Ph.D.).

Librarian
The Librarian series is used for academic appointees who provide professional services in the University libraries in support of the University's educational, research, and public service functions.

Associate & Assistant University Librarian
The titles Associate University Librarian and Assistant University Librarian are used for academic appointees who provide top-level professional and administrative services to the University libraries as officers assisting the University Librarians.

Academic Administrator
The duties of the positions in this series are more in administration than in teaching and/or research, although the administration may include participation in as well as the overseeing of programs involving teaching, research, or academically based public service.

Academic Coordinator
The duties of the position in this series are in administration rather than in teaching and/or research, although an appropriate educational background to oversee programs involving teaching, research, or academically based public service may be required.

Associate In
The title Associate In is assigned to registered graduate students who are employed to teach temporarily and who are not under consideration for appointment in the Professor series (in contrast to the usual expectation for Acting appointees) and whose services at half-time or less are contracted, normally, to give independent instruction in lower division courses.

Teaching Assistant & Research Assistant
A teaching assistant is a registered graduate student in full-time residence, chosen for excellent scholarship and for promise as a teacher, and serving an apprenticeship under the active tutelage and supervision of a regular faculty member.

Reader
The title Reader is given to a student employed for the ability to render diverse services as a "course assistant," which will normally include the grading of student papers and examinations.

Lecturer w/Security of Employment

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This series is used for appointees who are members of the faculty who has instructional, University, and public service responsibilities.

Visiting titles
The Visiting prefix is used to designate one who is appointed temporarily to perform the duties of the title to which the prefix is attached (i.e. Visiting Professor) and either has held, is on leave from, or is retired from an academic or research position at another educational institution, or, alternatively, whose research, creative activities or professional achievement makes a Visiting appointment appropriate.

Intern & Resident
An intern is a first-year medical resident who is a medical school graduate and who is to gain one year of hospital-based experience in the practice of medicine through supervised study and training as a physician in an "internship".
A resident is a medical school graduate (M.D. or D.O.) who is participating in an accredited residency training program for the minimum number of years required for medical specialty (or subspecialty) accreditation.

Clinical Professor
Appointees in the clinical series teach the application of basic sciences and clinical procedures to clinical practice in all those areas concerning the care of patients.

What is an Academic Title?

An academic title includes wording that indicates the major function of the position. In appropriate circumstances and in accordance with University policy, certain modifying terms may be added to clarify important aspects of the position. At UCSD, modifying terms are customarily used to indicate:

- Rank, when rank is not implicit in the title itself (i.e., *Associate* Professor, *Assistant* Researcher)

- The special status of an appointment as compared to other ranks in the same series (i.e., *Acting* Assistant Professor, *Visiting* Postgraduate Researcher, Professor *Emeritus*)

- The appointee holds an endowed chair (i.e., *Bernd T. Matthias Chair in Physics*)

- When necessary, the specialty field of the appointment, if this is not implicit in the title (i.e., Assistant Research *Immunologist*)

What is a Title Code?

A title code is the four-digit number assigned to a particular employment title. It is the code you will enter in the Payroll/Personnel System to indicate an employee's title. Academic title codes include all those between 0800 and 3999. You may reference the title code list in PPM 230-40 to determine the appropriate title code for an academic appointee. Call the Academic Personnel Office for assistance if you cannot find the appropriate title code in PPM 230-40.

Common Actions

Listed below are definitions of common academic personnel actions for which you will be processing online payroll actions. For more information regarding these actions and others, you may reference the appropriate academic policy or procedures manual (APM or PPM).

Appointment
An appointment occurs when a person is newly employed in a University academic title.

Change of Series
A change of series is a change from one academic title series to another academic title series without a break in service. An example of this would be changing from a Postgraduate Researcher to an Assistant Research Scientist. This action is considered a new appointment and, therefore, requires submission of an appointment file.

Expiration of Appointment
Date on which a self-terminating or terminal appointment ends.

Merit Increase
A merit increase is an advancement in salary rate and step (or to an above-scale salary) without a change in title or rank. An advancement from Associate Professor, Step I, to Associate Professor, Step II, is an example of a merit.

Promotion
A promotion is an advancement from one rank to a higher rank within the same academic title series. An example of a promotion is an advancement from Assistant Project Scientist to Associate Project Scientist.

Reappointment
The term reappointment is used for the renewal of an appointment immediately following the ending of the previous appointment in the same title. For example, Assistant Professors and Assistant Researchers are generally reappointed for two-year terms following each review until they reach the eight year limit or are promoted.

Salary Increase
An advancement in salary, but not in step (i.e., further off-scale increase).

Terminal Appointment
An appointment made with the specific intent of no further reappointment after the end date. The term "terminal appointment" is normally associated with academic personnel titles, such as Assistant Professor and Assistant Researcher, subject to the eight-year limitation of service.

Approval Authority for Academic Personnel Actions

Approval authority for academic personnel actions depends on the series or title and the action. The approving authority ranges from the Regents to the Department Chair with most actions requiring approval at the Vice Chancellor, Dean or Director level. Depending on which series or title is involved and which sub-campus the appointee is on, the responsible personnel office may be: the Academic Personnel Office (APO), Dean's Office School of Medicine (SOM), Director's Office Scripps Institute of Oceanographic (SIO) or Office of Graduate Studies and Research (OGSR). In some cases the Medical Center, Provosts Offices, Library and ESPP act as personnel offices as well.
The chart below relates which personnel office is charged to handle various series and titles. When more than one personnel office is listed the responsibility is divided by sub-campus.

Series/Titles	Personnel Office
Professor	APO
Professor In Residence	APO
Professor of Clinical	APO
Adjunct Professor	APO
Lecturer & Senior Lecturer - Unit 18	APO
Lecturer & Senior Lecturer - Non Salary	APO
Professional Research & Project Scientist	OGSR, SIO, SOM
Specialist	OGSR, SIO, SOM
Continuing Education Specialist/ Coordinator of Public Programs	ESPP
Postgraduate Research	OGSR, SIO, SOM
Librarian	Library
Associate & Assistant University Librarian	Library
Academic Administrator	APO
Academic Coordinator	APO
Associate In	APO
Teaching Assistant & Research Assistant	OGSR

Series/Titles	Personnel Office
Reader	Provost

Recalls	APO, OGSR, SIO, SOM
Lecturer w/Security of Employment	APO
Visiting titles	APO, OGSR, SIO, SOM based on relation to non-visiting title
Intern & Resident	Medical Center
Tutor	OGSR
Clinical Professor	SOM

If in doubt on which office will handle an action please contact the Academic Personnel Analyst for your department.

In general, the personnel office that handles the approval process for an action will also be the office reviewing the Payroll/Personnel System post-authorization notifications and will serve as the primary contact for Payroll/Personnel System processing assistance and error correction for academic appointees.

Academic Personnel File Review Process

The academic file review process differs according to title and type of action. Below are the review process guidelines for the most common titles.

New Appointments

Before an individual is appointed in a new academic title, the appointing department must initiate the appropriate review process. Generally, an appointment file must be assembled to initially appoint an individual or to implement a series change for a current academic appointee. New appointment file assembly instructions are listed in PPM 230-20.

Advancements

A similar file review process must be followed before an individual can advance within an academic series. Generally, a review file must be assembled by the department for actions such as reappointments, merits, appraisals and promotions. File assembly instructions for these types of actions can be found in PPM 230-28.

File Review Process

In general, the file review process is as follows:
- Department prepares and submits file to appropriate appointing authority office.
- The file is forwarded to the Academic Personnel Office (if it is not the appointing authority office).
- Academic Personnel routes the file to the appropriate Dean and Provost (General Campus files only) for review and/or comments.
- Academic Personnel submits the file to the Committee on Academic Personnel (CAP) for review and comments, if necessary. Some files do not go to CAP for review. Such files are sent directly to the Vice Chancellor-Academic Affairs, or other approving authority, for final action following Dean/Provost review.
- File is returned to Academic Personnel for action or to be forwarded to an additional review body (i.e. ad hoc committee). If the file is sent to an additional review committee, the committee will make its recommendation and return the file to Academic Personnel.
- The file will then be sent again to CAP for review and comments and then returned to Academic Personnel for further action.
- When files are received from CAP, they are then sent to the Vice Chancellor-Academic Affairs, or other approving authority, for final action.
- Appropriate appointing authority office notifies department and candidate of final action.

How Do I Know Who is Up for Review?

PPM sections 230-28 and 230-40 outline the review schedules for the various academic series. While it is the responsibility of each department to ensure that all of the academic appointees are reviewed according to established time lines, the Academic Personnel Office does distribute a list of faculty who are due for review on July 1. This list is sent to department Chairs and MSOs the previous August.

In general, individuals at the Assistant rank serve and are reviewed every two years. Review outcomes at the Assistant level may include appraisals, reappointments, merits, promotions, off-scale salary increases, or terminal appointments. An appointee may remain in the assistant rank for a maximum of eight years at which time they must be promoted or terminated.

Appointees at the Associate rank generally serve two years at each step and are reviewed every two years. Review outcomes at this level may include merits, promotions, off-scale salary increases, or no change.

Appointees at the rank of full professor generally serve three years at each step until they reach Step IX or Above Scale. Review outcomes at this rank may include merits, off-scale salary increases, or no change. Once at Step IX or Above Scale, appointees will generally be reviewed every four years for further merit increases.

Pre-Approval Process for Academic Online PPS Entries

Before you implement an academic personnel action online in the Payroll/Personnel System (PPS), you must meet the necessary pre-approval requirements. Listed below are the pre-approval requirements for the most common academic personnel actions.

In parentheses next to each action type are the action codes you will input (or will be system derived automatically) into the Payroll/Personnel System. Action codes become a part of the employee's PPS history and are used by central offices and PAN reviewers to determine the action input into the system. They are also used by offices, such as the UC Office of the President, to compile statistics of the number and type of actions occurring on this campus. Always review the action code list to determine whether or not you need to enter a code for a particular action.

Group I Actions
- **New Hire (action code: 01/derived)**
- **Re-Hire (action code: 02/derived)**
- **Change of Series (action code: 14/entered)**
- **Home Department Change (action code: 19/derived)**

Reference: PPM 230-20

Pre-approval process

The department must submit a new appointment file to the appropriate appointing authority office for review and approval. Refer to the Approval Authority section for a detailed list of titles and appropriate approval authorities.

When a new appointment is approved, an offer letter will be sent to the prospective appointee. If the candidate accepts the appointment, he/she shall send a letter of acceptance to the appropriate appointing authority office. The appointing authority office will send an email to the departmental MSO and/or PPS preparer as authorization to proceed with payroll processing.

NOTE: If the appointee sends the acceptance letter directly to your department, send a copy to the appropriate appointing authority office immediately and wait for confirmation of receipt from the appointing office before you implement the action online.

Group II Actions

- **Renewal/Extension of Appointment (action code 17/entered on appointment)**
- **Terminal Appointment (action code 34/entered on appointment)**
- **Merit (action code 04/entered on distribution)**
- **Promotion (action code 10/entered on appointment)**

Reference: PPM 230-28

Pre-approval process

The department must submit a file, or memo in the case of an extension, to the appropriate appointing authority office for review and approval. Refer to the Approval Authority section for a detailed list of titles and appropriate approval authorities.

When the action has been approved by the appointing authority office, the Department Chair will receive a notification letter. The notification letter will serve as authorization for the Department to proceed with payroll processing of the action.

Group III Actions

Leave of Absence/Sabbatical

Faculty may take leaves of absence according to the guidelines set forth in APM sections 700-760. Depending on the type and length of the proposed leave, pre-approval by the Academic Personnel Office may or may not be required. Listed below are types of leaves commonly requested, referral to relevant sections of the APM, and the necessary pre-approval processes.

Leave of Absence with Pay—Seven Days or Less

Reference: APM 752

The Department Chair has authority to approve leaves of absence of this length. This type of leave does not need to be entered into the Payroll Personnel System. No pre-approval outside the department is necessary.

Leave of Absence with Pay—Eight to Thirty Days

Reference: APM 758

The department shall submit an ALAS (Academic Leave of Absence/Sabbatical) form, signed by the faculty member and the Department Chair, to the Academic Personnel Office, or other appointing authority office, prior to the leave. The Academic Personnel Office will route the form to obtain other necessary approval signatures (i.e. General Campus Dean and Vice Chancellor-Academic Affairs). When the leave has been approved, a copy of the approved ALAS form will be returned to the department for their records. This type of leave does not need to be entered into the Payroll Personnel System.

Leave of Absence with Pay—More than Thirty Days (action code 07/entered)

The department shall submit an ALAS (Academic Leave of Absence/Sabbatical) form, signed by the faculty member and the Department Chair, to the Academic Personnel Office, or other appointing authority office, prior to the leave. The Academic Personnel Office will route the form to obtain other necessary approval signatures (i.e. General Campus Dean and Vice Chancellor-Academic Affairs). When the leave has been approved, a copy of the approved ALAS form will be returned to the department as authorization to proceed with payroll processing. This type of leave does need to be entered into the Payroll Personnel System.

Leave of Absence with Pay—Leave from Professorial Duties to Do Research

The purpose of this type of leave is to allow a faculty member to take leave from his/her professorial duties in order to focus exclusively on research. The faculty member will change series (from the Professorial to the Professional Research series) for the duration of the leave.

Leave of Absence with Pay—Leave from Professorial Duties to Do Research (cont'd)

The department shall submit a memo to the Academic Personnel Office outlining the proposal. The Academic Personnel Office will obtain the necessary approval signature from the Vice Chancellor-Academic Affairs and return an approved copy of the memo to the department. The approved memo will serve as authorization to proceed with payroll processing. Submission of an ALAS form is **not** necessary if research is conducted at UCSD.   This type of leave does need to be entered into the Payroll Personnel System with the addition of a temporary appointment in the Research series.

Leave of Absence Without Pay (action code 08/entered)

Reference: APM 759

The department shall submit an ALAS (Academic Leave of Absence/Sabbatical) form, signed by the faculty member and the Department Chair, to the Academic Personnel Office, or other appointing authority office, prior to the leave. The Academic Personnel Office will route the form to obtain other necessary approval signatures (i.e. General Campus Dean and Vice Chancellor-Academic Affairs). When the leave has been approved, a copy of the approved ALAS form will be returned to the department as authorization to proceed with payroll processing. This type of leave does need to be entered into the Payroll Personnel System.

Sabbatical Leave (action code 07/entered)

Reference: APM 740

The department shall submit an ALAS (Academic Leave of Absence/Sabbatical) form, signed by the faculty member and Department Chair, and sabbatical statement to the Academic Personnel Office, or other appointing authority office, prior to the leave. The Academic Personnel Office will route the form to obtain other necessary approval signatures (i.e. General Campus Dean and Vice Chancellor-Academic Affairs). When the leave has been approved, a copy of the approved ALAS form will be returned to the department as authorization to proceed with payroll processing. This type of leave does need to be entered into the Payroll Personnel System.

Group IV Actions

The following academic personnel actions do not require pre-approval. However, official University policies must be adhered to when these actions are entered directly into the Payroll Personnel System. These actions will be monitored by the central offices (i.e. Academic Personnel Office, OGSR, SOM, SIO) via the Post-Authorization Notification.

- **Funding Change (action code 18/entered)**
- **Additional Employment (action code 13/entered)**
- **Separation* (action code 06/derived)**

*There are pre-approval requirements for layoffs. Please contact the appropriate appointing authority office for instructions regarding layoffs.

Academic Compensation

Overview

Most academic appointees are paid salaries included on the official campus salary scale. The salary scale indicates the minimum and maximum salaries established for a given academic title or series. It is divided into steps within ranks where appropriate.

Salaries that are not on the established salary scale may be considered off-scale, above-scale, or by agreement. Off-scale salaries refer to salaries that are not that of a given rank and step in the published salary scale for the relevant series. Off-scale salaries may be market driven or to reward achievements that warrant an increase in salary, but not necessarily an increase in step.

Above scale salaries are those which, at full-time, exceed the maximum salary established for a particular series. Salaries greater than 25% above the maximum of the approved salary scale require approval by the U.C. Regents.

Departments may propose by agreement salaries for appointees in titles that are not represented on the salary scale. Individuals in visiting titles and certain temporary titles are often paid by agreement salaries.

More information regarding academic salary scales can be found in PPM section 230-40. General academic compensation and additional compensation rules are described in APM sections 600-690.

Salary Increases

There are three basic ways in which an academic appointee may receive an increase in salary. These are:

- Range adjustment (see APM - 610). Scales are adjusted for general salary increases approved as part of the state budget.
- Merit or salary increase (see APM - 615, APM - 620). Merit increases are awarded to individuals for achievements in teaching, research, and service to the University. Salary-only increases may also be awarded to individuals for such achievements when a full increase in step is not justified or if the individual is above-scale.
- Promotion (see section relating to the appropriate title or title series in APM Part II). Promotions are awarded to individuals for achievements in teaching, research, and service to the University.

For all academic appointees, merit increases and promotions, unless otherwise approved by the Chancellor or designee, are effective on July 1. Range adjustments may occur at anytime depending on the state budget.

Basis/Paid Over

The Basis field may be either 09 or 11. The value is determined by type of appointment (09 for 9 month or academic year appointees, 11 for fiscal year appointees).

The Paid Over field may be either 9 or 12. The value is determined by the monthly pay as it relates to the annual rate. 09 is used if the monthly payment is 1/9 of the annual rate paid over 9 months. 12 is used if the monthly payment is 1/12 of the annual rate paid over 12 months.

These fields should be completed for all salaried academic positions. For non-salaried and by-agreement positions, these fields may be left blank.

The basis and paid over terms of the appointment can be determined by reviewing the title and associated salary scale. For example, the title for a 9-month Professor, title code 1100, is *Professor - Academic Year*, and is paid on the Faculty Ladder Ranks—Professor Series Academic Year salary scale. The title for an 11-month Researcher, title code 3200, is *Researcher - Fiscal Year*, and is paid on the Professional Research Series Fiscal Year salary scale. Similarly, the title for a Lecturer appointed for only one or two quarters, title code 1632, is *Lecturer - Academic Year - 1/9th*, and is paid from the 1/9th column on the Unit 18 Academic Standard Table of Pay Rates.

Class Discussion/Activity

What should the Basis/Paid Over be for the following titles?

1300, Assistant Professor - Academic Year _____

1632, Lecturer - Academic Year - 1/9 _____

3210, Associate Research - Fiscal Year _____

Pay Versus Service Period

When processing pay for academic year (9 over 12) appointees, it is important to be aware of potential pay period versus service period issues. For any action occurring other than on June 30/July 1, consideration must be made for the fact that the pay and service periods do not match. This is especially important for Separations, Leaves, and New Appointments.

The following charts show the pay and service periods for academic year appointees (there is no chart for fiscal year appointees as those pay and service periods match). Any changes in pay for a quarter must be reflected on the correct pay period. If a situation arises where pay must be changed mid-quarter contact the Academic Personnel Office for assistance in computing the correct pay amount and period. Details are found in APM 600, Appendix 2.

Academic Year Appointees Paid Over 12 Months	
Pay Period	**Service Period**
July August September October	Fall Quarter (Mid September through December)
November December January February	Winter Quarter (January through March)
March April May June	Spring Quarter (April through mid June)

Academic Year Appointees Paid Over 9 Months	
Pay Period	**Service Period**
October November December	Fall Quarter (Mid September through December)
January February March	Winter Quarter (January through March)
April May June	Spring Quarter (April through mid June)

The chart below indicates the actual pay and service period dates for academic year 2001/2002. The paragraphs preceding the chart explain in detail how the pay periods work for academic year-based faculty.

Professors and those Lecturers and visiting faculty who are appointed for all three quarters during the academic year have their salaries paid in $1/12^{th}$ increments (annual salary divided by 12) over a twelve-month period. In this scenario one quarter of service equals four months of pay at the $1/12^{th}$ salary rate. See the 09/12 pay period column in the chart below.

Lecturers and visiting faculty who are appointed for one or two quarters during the year have their salaries paid in $1/9^{th}$ increments (annual salary divided by nine) over a three month period (for one quarter) or a six month period (for two quarters). In this scenario one quarter of service equals three months of pay at the $1/9^{th}$ salary rate. See the 09/09 pay period column in the chart below.

Quarter	Service Period	09/12 Pay Period	09/09 Pay Period
Fall Quarter 2001	09/17/01 – 12/08/01	07/01/01 – 10/31/01	10/01/01 – 12/31/01
Winter Quarter 2002	01/04/02 – 03/23/02	11/01/01 – 02/28/02	01/01/02 – 03/31/02
Spring Quarter 2002	03/29/02 – 06/14/02	03/01/02 – 06/30/02	04/01/02 – 06/30/02

It is important to note the offer letter sent to a prospective academic appointee will note, among other things, the title, the annual salary, service period of the appointment, and when the candidate may expect his/her first paycheck. The offer letter does not note the title code, pay period, nor the monthly rate ($1/9^{th}$ versus $1/12^{th}$). It is your responsibility to determine the appropriate title code, pay period and rate to enter into PPS.

Class Discussion/Activity

An academic year Professor plans on taking a Winter quarter sabbatical leave. What are the pay period begin and end dates of the leave and when should the action be entered in PPS in order to avoid retroactive pay adjustments?

A Lecturer, appointed only for Winter and Spring quarters, will be increasing her percent time for Spring quarter. What is the effective date of the increase in percent time?

A fiscal year Researcher informs you that he will be reducing his effort on his grants for the Winter quarter. What dates would you use to reflect this in PPS?

Faculty Additional Summer Compensation

References: APM 600 Appendix 1; PPM 230-43

General Overview

Faculty with academic year month appointments may receive additional compensation during the summer recess. They may receive compensation for extramurally funded research projects, summer session teaching, or by special agreement (i.e. as part of their recruitment package at the time of hire). The total amount of additional summer compensation must not exceed three ninths (including payments from Summer Session and University Extension) of a faculty member's normal annual salary. Several additional guidelines must be followed regarding additional summer compensation as outlined below.

Please note that pre-approval from the Academic Personnel Office is not necessary if the additional summer compensation is within established policy limitations. If an exception is requested, the Academic Personnel office must review and approve the request before the payroll action is processed.

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. For summer 2001, the service period is 6/15/01 - 9/16/01. Payments that begin 6/15 must end by 9/16. Payments that do not begin until 7/1/01 may continue through 9/30/01, and in those cases the online entry should contain a note in the comment section stating that the "service period is 6/15/01 - 9/16/01.

Titles and DOS Codes

- Faculty members conducting research on extramural funds should be paid on the Research-Academic Year-1/9 series using the DOS code OLN (Additional Summer Compensation - Research).

- Chair ninths should be paid on the Professor-Academic Year-1/9 series using the DOS code OLT (Additional Summer Compensation - Teaching/Administrative).

- Recruitment and retention ninths should be paid on the Research-Academic Year-1/9 series using the DOS code OLN.

- The DOS Code OLX (Additional Summer Compensation - Agency Cap) should be used whenever the monthly pay rate is being capped by compensation limits of an external agency (such as NIH or NSF).

- The DOS Code OLM (Additional Summer Compensation - By Agreement) may only be used when the funding source does not require percentage of effort reporting.

Half-Month Payments

Payments set up (at the distribution level) with any dates other than the first of the month through the last day of the month will automatically pay half of the monthly rate. A payment set up for June 15th - June 30th will pay half of the monthly rate. Similarly, a payment set up for July 1st through July 30th (instead of July 31st) will also pay half of the monthly rate. A pay exactly statement in the comment section of the screen that reads "June: Pay Exactly $xxxx.xx", for example, may be used to ensure the correct payment if a rounding error may result due to the automatic half payment.

Working Days

In addition to noting the service period, the comment section of the online entry should state the number of working days for the period and the number of ninths to be paid. During the summer, 19 days represents full time work for one month or 1/9th. Below is a chart that will prove helpful in determining summer compensation working days.

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

Summer Compensation During Leave Without Pay

An employee who is on an approved leave without pay, the dates of which overlap the summer period (i.e. fall quarter leave without pay 7/1/9x-10/31/9x), may still receive additional summer compensation for that period. However, since the leave code '08' at the employee level in the EDB entry halts pay for the entire leave period, special arrangements must be made to pay the additional summer compensation. In such cases, the department must call the Academic Personnel Office and the Payroll Office to make arrangements for the pay adjustment.

Staffing and FTE

Overview

All Ladder Rank Faculty and Senior Lecturers/Lecturers with Security of Employment, as well as some other academic appointees, have permanently budgeted positions reflected in the campus staffing lists. The staffing lists are derived from two other campus computing systems: Payroll/Personnel System and Budget. The staffing system extracts payroll records from PPS based on the values of the Pay End Date, DOS code and FTE fields. Whenever one of these fields is changed in PPS for a person whose position is permanently budgeted, the potential for staffing problems arises. An academic appointee's record will be included in the staffing lists if one of the following two conditions are met:

1. **The Pay End Date field is set to 99-99-99 the FTE field has a value, and the DOS code is REG.**

2. **The Pay End Date field is not indefinite, the FTE field has a value, and a DOS code of RGA, STX, STY, STD, STB or RGS is used.**

The DOS codes listed in item 2 above, a Pay End Date value of 99-99-99, and the FTE field should never be used on a distribution unless the position is permanently funded. As illustrated in the attached example, if a distribution is selected to be included in staffing the employee ID (1), Name (2), Title Code (3), Distribution Number (4), Pay Rate (5), FTE (6), accounting information (7), as well as some employee unit and program codes (8), will be extracted to the staffing system. The staffing system multiplies the Pay Rate by 12 to get a annual amount. The annual amount is then multiplied by the FTE to reach the gross amount. The gross amount is the basis for the departmental annual allocation.

```
PPIAPT0-I1001                    EDB Inquiry                   08/14/98 09:49:41
08/08/98 11:19:43        Appointment/Distribution Cmpct        Userid:  APOKSM
❶ID: 000999999 ❷Name: HOFFMAN, TREVOR        SSN: 000-00-0000
Hm Dept: 000222 PSYCH            Emplmt Status: A Pri Pay: MO        PG 01 OF 02
Gen No : 0021                    Total Appt/Dis: 02/02 Remaining Appt/Dis: 01/01
LOA Beg:        LOA Return:          LOA Type:    TRIP:    %    Mths

Appt: 10 TC: ❸1200 ASSOCIATE PROFESSOR-ACAD YR    Grade:        Pgm/Typ: A/5
      Begin Dt: 07/01/00 Ann/Hr Rt :   57100.00   %: 1.00  F/V: F    Rt  : A
      End Dt  : 99/99/99 Bas/Pd Ovr: 09/12                 Lv : N    Sched: MO
      Dur     : T TENURE Dept Cd  : 000222    TUC/AREP/ASHC: A6/C❽   Time : N

Dis Index/Fund/Sub    FTE   Dis % Pay Beg  Pay End  Rate/Amt   DOS St/OA PRQ D W
❹11 PSY0002 ❼19900A 0 1.00 1.0000 10/01/00 99/99/99 ❺4758.33 ❻REG 1  /




Next Func:      ID:          Name:                       SSN:

===>
 F:  1-Help       2-Browse    3-PrevMenu  4-Print
 F:               8-Forward   9-MainMenu                     12-Exit
-------------------------------------------------------------------------------
4-©               1 Sess-1    132.239.30.2                             20/13
```

STAFFING LIST DETAIL REPORT

SLRPT 220
LOC 06 U C SAN DIEGO

| Sub-Campus: 1- | 19900A – General Fund | Org: |
| 0 – Academic Salaries | Program: 66100 – Executive |

- -

Tran Type	Document Reference Description		FTE
A-5	PR380-00	AUTOMATED MERIT IN 1200	
A-5	PR380-00	AUTOMATED MERIT IN 1100	
A-B	00213-00	NEW-APPT	
A-B	00680-00	RANGE ADJUSTMENT	
		INITIAL BUDGET plus all detail to cutoff date of 7/1/99	

- -

EMP#	EMPLOYEE NAME	DIST	MONTHLY AMOUNT	ANNUAL AMOUNT	F.T.E.	GROSS SALARY	YEARS RANK STEP
1100	PROFESSOR – 9 MONTHS						
000000001	Costello J	17	7,675.00	92,100	1.00	92,100	
	------------------------------TOTAL POSITIONS------------				1.00	92,100	
	1100 TOTAL – PROFESSOR				1.00	92,100	

- -

EMP#	EMPLOYEE NAME	DIST	MONTHLY AMOUNT	ANNUAL AMOUNT	F.T.E.	GROSS SALARY	
1200	ASSOCIATE PROFESSOR – 9 MONTHS						
000000002	Foster F	12	5,266.67	63,200	1.00	63,200	
000000003	Smith R	11	5,591.67	67,100	0.50	33,550	
	------------------------------TOTAL POSITIONS------------				1.50	96,750	
	1200 TOTAL – ASSOCIATE PROFESSOR				1.50	96,750	

TOTALS 19900A-999999-66-1	**POSITION**				2.50	188,850
	PROVISION					0
	TOTAL				**2.50**	**188,850**

STAFFING LIST DETAIL REPORT

SLRPT 220
LOC 06 U C SAN DIEGO

Sub-Campus: 1-   19900A – General Fund   Org:
0 – Academic Salaries   Program: 66100 – Executive

Tran Type	Document Reference Description		FTE
A-5	PR380-00	AUTOMATED MERIT IN 1200	
A-5	PR380-00	AUTOMATED MERIT IN 1100	
A-B	00213-00	NEW-APPT	
A-B	00680-00	RANGE ADJUSTMENT	
		INITIAL BUDGET plus all detail to cutoff date of 7/1/99	

EMP#	EMPLOYEE NAME	DIST	MONTHLY AMOUNT	ANNUAL AMOUNT	F.T.E.	GROSS SALARY	YEARS RANK STEP
1101	**PROFESSOR – 9 MONTHS**						
000000001	Costello J	17	7,675.00	92,100	1.00	92,100	
----------TOTAL POSITIONS----------					1.00	92,100	
1100 TOTAL – PROFESSOR					1.00	92,100	

1200	**ASSOCIATE PROFESSOR – 9 MONTHS**						
000000002	Foster F	12	5,266.67	63,200	1.00	63,200	
----------TOTAL POSITIONS----------					1.00	63,200	
1200 TOTAL – ASSOCIATE PROFESSOR					1.00	63,200	

TOTALS 19900A-999999-66-1		**POSITION**			1.50	155,300
		PROVISION				0
		TOTAL			**1.50**	**155,300**

* * * * * OUT OF BALANCE * * * * *

Instructor Example

Using Staffing-Only Distributions in PPS

Indefinite End-Dated Appointees

Records for indefinite end-dated appointees will appear in the staffing list as long as the FTE field is not blank. Whenever an appointee's Pay End Date of 99-99-99 is shortened (for example during implementation of a merit/promotion, sabbatical leave, or temporary duction in %), and the Pay Begin Date of the new indefinite distribution is other than start of the current fiscal year (July 1), a staffing only distribution should be added.

The staffing-only distribution fields should be completed in PPS as follows:

- The Index, Fund, Sub, FTE, Step, O/A and Amount should be the same as on the just-ended indefinite distribution.
- The Dis % should be blank.
- The Pay Begin Date should be July 1 of the current fiscal year.
- The Pay End Date should be set to the day before the Pay Begin Date of the new indefinite distribution.
- The DOS code will be RGS.

Non-Indefinite End-Dated Appointees

Assistant Professors are special cases because they do not have indefinite end dates yet should appear in the staffing list. The DOS code of RGA should always be used for Assistant Professors' regular pay distributions. The RGA DOS code will ensure their inclusion in the staffing list even though they have non-indefinite end dates.

Staffing-only distributions are needed only when an Assistant Professor does not have a currently active distribution with the RGA DOS code. Currently active is defined as a Pay Begin Date equal to or earlier than the current date and a Pay End Date at least equal to the end of the fiscal year or the actual end date of the individual's appointment.

- The staffing-only distribution fields should be completed in PPS as follows:
- The Index, Fund, Sub, FTE, Step, A/O and Amount should be the same as the just-ended indefinite distribution.
- The Dis % should be blank.
- The Pay Begin Date should be the first day following the end date of the just-ended RGS distribution.
- The Pay End Date should be set to the day before the Pay Begin Date of the new RGA distribution.
- The DOS code will be RGS.

07/27/01

Class Staffing Activity

Review the following Appointment and Distributions screens and determine if staffing
would be correct if it were run on 10/20/00. If there is an error on the staffing list caused
by the payroll data, how would you fix it? Note any errors and needed corrections below
each screen.

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ Staffing Activity #1                                                          │
│                                                                               │
│  PPIAPT0-I1001                      EDB Inquiry                  10/20/00      │
│ 08:42:11                                                                      │
│ 10/20/00 14:05:23     Appointment/Distribution Cmpct       Userid:  APOIHG    │
│ ID: 000999999 Name: GWYNN, TONY              SSN: 000-00-0000                  │
│ Hm Dept: 000201 AMES          Emplmt Status: A Pri Pay: MO       PG 01 OF 04   │
│ Gen No : 0086                 Total Appt/Dis: 04/08 Remaining Appt/Dis: 03/06  │
│ LOA Beg:       LOA Return:         LOA Type:    TRIP:    %   Mths               │
│                                                                               │
│ Appt: 10 TC: 1143 PROFESSOR-ACAD YR-BUS/ENG    Grade:       Pgm/Typ: A/5       │
│       Begin Dt: 01/01/91 Ann/Hr Rt :  120400.00   %: 1.00  F/V: F    Rt  : A    │
│       End Dt : 99/99/99 Bas/Pd Ovr: 09/12              Lv : N     Sched: MO     │
│       Dur    : T TENURE Dept Cd  : 000201    TUC/AREP/ASHC: A6/C/  Time : N     │
│                                                                               │
│ Dis Index/Fund/Sub   FTE Dis % Pay Beg  Pay End  Rate/Amt  DOS St/OA PRQ D W   │
│ 14 AME10P1 19900A 0 1.00 1.0000 10/01/00 06/30/01   8691.67  REG 5  /          │
│ 15 AME10P1 19900A 0 1.00 1.0000 07/01/01 99/99/99  10033.33  REG 7  /          │
│                                                                               │
│                                                                               │
│                                                                               │
│                                                                               │
│ Next Func:      ID:          Name:                         SSN:               │
│                                                                               │
│ ===>                                                                          │
│  F:  1-Help     2-Browse    3-PrevMenu  4-Print                               │
│  F:             8-Forward   9-MainMenu                          12-Exit        │
│ ----------------------------------------------------------------------------- │
│ 4-©              1 Sess-1    132.239.30.2                            20/13     │
│                                                                               │
└─────────────────────────────────────────────────────────────────────────────┘
```

Error:

Correction:

07/27/01

Staffing Activity #2

```
 PPIAPT0-I1001                  EDB Inquiry                 10/20/00 14:38:09
 10/20/00 14:37:53    Appointment/Distribution Cmpct       Userid:  APOIHG
 ID: 000999999 Name: DAVIS, BEN         SSN: 000-00-0000
 Hm Dept: 000223 SOCIO          Emplmt Status: P Pri Pay: MO      PG 01 OF 02
 Gen No : 0073                  Total Appt/Dis: 02/05 Remaining Appt/Dis: 01/01
 LOA Beg: 11/01/00 LOA Return: 03/01/01 LOA Type: 01 TRIP:   %    Mths

 Appt: 10 TC: 1100 PROFESSOR - ACADEMIC YEAR    Grade:        Pgm/Typ: A/5
      Begin Dt: 07/01/88 Ann/Hr Rt :   84900.00   %: 1.00  F/V: F    Rt  : A
      End Dt  : 99/99/99 Bas/Pd Ovr: 09/12                 Lv : N    Sched: MO
      Dur     : T TENURE Dept Cd  : 000223   TUC/AREP/ASHC: A6/C/   Time : N

 Dis Index/Fund/Sub   FTE Dis %  Pay Beg  Pay End  Rate/Amt   DOS St/OA PRQ D W
 11  SOC1566 19900A 0 1.00 1.0000 10/01/99 10/31/00  7075.00   REG 4  /
 12  SOC1566 19900A 0 0.00 1.0000 11/01/00 02/29/01  7075.00   SAB 4  /
 13  SOC1566 19900A 0 1.00 0.0000 11/01/00 02/29/01  7075.00   RGS 4  /
 17  SOC1566 19900A 0 1.00 1.0000 03/01/01 99/99/99  7075.00   REG 4  /


 Next Func:      ID:           Name:                        SSN:

 ===>
  F:  1-Help     2-Browse    3-PrevMenu  4-Print
  F:             8-Forward   9-MainMenu                        12-Exit
 ------------------------------------------------------------------------------
 4-©            1 Sess-1    132.239.30.2                              20/13
```

Error:

Correction:

07/27/01

Staffing Activity #3

```
 PPIAPT0-I1001                      EDB Inquiry                 10/20/00 14:46:47
 10/20/00 12:38:59      Appointment/Distribution Cmpct         Userid:  APOIHG
 ID: 000999999 Name: JOYNER, WALLY        SSN: 000-00-0000
 Hm Dept: 000149 GRAD.SCH. IR/PS Emplmt Status: A Pri Pay: MO        PG 02 OF 02
 Gen No : 0013                      Total Appt/Dis: 02/03 Remaining Appt/Dis: 00/00
 LOA Beg: 110100   LOA Return: 030101   LOA Type: 01 TRIP:   %    Mths

 Appt: 30 TC: 1300 ASSISTANT PROFESSOR-ACAD YR    Grade:         Pgm/Typ: A/5
       Begin Dt: 07/01/99 Ann/Hr Rt :   61400.00   %: 1.00  F/V: F     Rt  : A
       End Dt  : 06/30/01 Bas/Pd Ovr: 09/12                 Lv : N    Sched: MO
       Dur     :          Dept Cd   : 000149    TUC/AREP/ASHC: A6/C/   Time : N

 Dis Index/Fund/Sub    FTE Dis %  Pay Beg  Pay End  Rate/Amt   DOS St/OA PRQ D W
 31  IRP1880 19900A 0 1.00 1.0000 07/01/00 10/31/00  5116.67   REG 2  /O
 32  IRP1880 19900A 0 1.00 0.0000 11/01/00 02/29/01  5116.67   RGS 2  /O
 33  IRP1880 19900A 0 0.00 1.0000 11/01/00 02/29/01  5116.67   SAB 2  /O
 34  IRP1880 19900A 0 1.00 1.0000 03/01/01 06/30/01  5116.67   RGA 2  /O




 Next Func:       ID:          Name:                         SSN:

 ===>
  F:  1-Help     2-Browse    3-PrevMenu  4-Print
  F:  7-Backward             9-MainMenu                       12-Exit
 -------------------------------------------------------------------------------
 4-©              1 Sess-1   132.239.30.2                                  20/13
```

Error:

Correction:

07/27/01

Staffing Activity #4

```
PPIAPT0-I1001                     EDB Inquiry              10/20/00 14:57:23
10/20/00 12:24:04       Appointment/Distribution Cmpct       Userid:  APOIHG
ID: 000999999 Name: HOFFMAN, TREVOR           SSN: 000-00-0000
Hm Dept: 000220 PHYSICS        Emplmt Status: A Pri Pay: MO      PG 01 OF 02
Gen No : 0017                   Total Appt/Dis: 02/08 Remaining Appt/Dis: ¼
LOA Beg: 03/01/01 LOA Return: 07/01/01 LOA Type: 02 TRIP:   %    Mths

Appt: 10 TC: 1200 ASSOCIATE PROFESSOR-ACAD YR   Grade:       Pgm/Typ: A/5
      Begin Dt: 07/01/97 Ann/Hr Rt :   60800.00   %: 1.00  F/V: F    Rt  : A
      End Dt  : 99/99/99 Bas/Pd Ovr: 09/12                 Lv : N    Sched: MO
      Dur     : T TENURE Dept Cd  : 000220   TUC/AREP/ASHC: A6/C/   Time : N

Dis Index/Fund/Sub   FTE Dis % Pay Beg  Pay End  Rate/Amt   DOS St/OA PRQ D W
11  PHY0495 19900A 0 1.00 0.0000 07/01/00 06/30/01  5066.67   RGS 2  /O
12  PHY0495 19900A 0 0.00 0.6700 03/01/01 06/30/01  5066.67   SAB 2  /O
13  PHY0495 19900A 0 0.00 1.0000 07/01/00 02/29/01  5066.67   REG 2  /O
14  PHY0495 19900A 0 1.00 1.0000 07/01/01 99/99/99  5066.67   REG 2  /O


Next Func:      ID:           Name:                      SSN:

===>
 F:  1-Help     2-Browse   3-PrevMenu  4-Print
 F:             8-Forward  9-MainMenu                         12-Exit
-------------------------------------------------------------------------------
4-©             1 Sess-1   132.239.30.2                             20/13
```

Error:

Correction:

Action Code List

The following chart lists the action codes to be entered for academic appointees. There exist system-generated action codes, not shown here, that may be derived based on information entered in PPS. The index of Chapter 4 in the PPS User's Guide lists other entered (for non-academic appointees) and derived action codes used in PPS.

	Leave of Absence Action Codes (ELVE screen)	
07	Leave With Pay/Sabbatical	To record a leave with pay.
08	Leave Without Pay	To record a leave without pay.
09	Change in Leave Return Date	To record a change in leave return date.
	Appointment Level Codes (EAPC screen)	
10	Promotion	To reflect advancement from one rank to a higher rank within the same academic series.
11	Demotion	To reflect a reduction in rank within the same academic series.
13	Additional Employment	To reflect either the addition of an appointment (i.e. adding a new Adjunct appointment) or additional employment in the form of additional summer compensation, Summer Session teaching, UNEX or OCME payments.
14	Employment in a Different Academic Series	To reflect a permanent change in academic title other than a promotion or demotion.
17	Renewal of Appointment/ Reappointment	To indicate a reappointment or an extension of appointment pending completion of academic review.
34	Terminal appointment	To reflect a terminal appointment at the Assistant rank <u>only</u>. A separation must still be processed at the end of the appointment.
	Distribution Level Codes (EAPC screen)	
04	Merit	To reflect an increase in step or compensation within the same title and rank.
18	Funding Change	To reflect a change in the fund source (not index change only).
33	Range Adjustment-Manual	To reflect a manual range adjustment not included in the automated range program.
43	Other pay rate change	To indicate a pay rate change not associated with any other action code.
45	Change in Negotiated Salary	To indicate a negotiated salary change. This code is only used for Medical School Compensation Plan Faculty.

Standard PAN Comments to Be Used for Academic Employees

In an effort to standardize the personnel action comments added to the EDB, we have provided below a list of common actions and comments for use during online data entry for academic appointees. These comments will be printed on the PAN notices and will help departments and central offices decipher exactly what action was input. Please note that the standard comments that should be entered are shown in single quotes and are accompanied by their corresponding action codes. The words that are italicized reflect the information that is exclusive to that particular entry (i.e. Appoint as Professor II @ 72,300 effective 7/1/01) and may change with each new entry.

Three sections of standard PAN comments follow. They are to be used with the corresponding action codes. The first section deals with employee level actions, the second with appointment level actions, and the third section deals with actions occurring at the distribution level. Please note that not all action codes are represented on this list. Comments for some action codes are rather obvious (i.e. funding change) and were thus left off this list.

Employee Level Actions

01   Initial hire
'Appoint as *rank & step* @ *salary* effective *date*.'

02   Rehire
'Appoint as *rank & step* @ *salary* effective *date*.'
(If applicable) 'Transfer from *UC campus, Lab, or Systemwide*.'

06   Separation
'Separation effective *date*.'
(If separation destination code is 'H') 'To accept employment at *Educational Institution*.'
(If applicable) 'Transfer to *UC campus, Lab, or Systemwide*.'
(For LRF also add, if applicable) 'Appoint as Professor Emeritus.'

Leave of Absence Actions

07   Leave of Absence with Pay
'Type of leave from date to date.'

08   Leave of Absence without Pay
'Leave without pay from *date* to *date*.'

If daily rate calculation is applicable (i.e. leave is for a partial month):

'$,$$$ Quarterly Rate'
'$$$ Daily Rate'
'X Days'
'Withhold $$$'

09   Change in Leave Return Date
'Revise leave to *describe change.*'

Appointment Level Actions

10   Promotion
'Implement promotion to *rank & step @ salary* effective 7/1/9*x.*

13   Additional Employment
For summer salary:

'Pay *x*/9ths ASC. Will work *x* days.'

For summer session:

'Appointment to teach *course* in the *term* session of summer.'

(If applicable) '$*xxx* bonus applies.'

14   Employment in a Different Academic Series
'Change in series to *rank & step @ salary* effective *date.*'

17   Renewal of Appointment/Reappointment
'Renewal of appointment effective *date.*'
or
'Reappointment effective *date.*'

34   Terminal Appointment
'Terminal appointment. End date *date.*'

Distribution Level Actions

04   Merit
'Implement merit advancement to *rank & step @ salary* effective 7/1/x*x*.'

33   Range Adjustment - Manual
'Implement range adjustment. Employee was not adjusted via range program. Range adjusted salary is *salary.*'

43   Other Pay Rate Change (for additional off-scale and above-scaleadvancements)
'Additional off-scale advancement to *salary*.'
or
'Additional above-scale advancement to *salary*.'

45   Change in Negotiated Salary (Health Science Compensation Plans Only)
'Negotiated salary increase per memo *date.*'

Class Activity Answers

Basis/Paid Over Activity

What should the Basis/Paid Over be for the following titles?
1300, Assistant Professor - Academic Year _____
Answer: 09/12

1632, Lecturer - Academic Year - 1/9 _____
Answer: 09/09

3210, Associate Research - Fiscal Year _____
Answer: 11/12

Pay vs. Service Period Activity

An academic year Professor plans on taking a Winter quarter sabbatical leave. What are the pay period begin and end dates of the leave and when should the action be entered in PPS in order to avoid retroactive pay adjustments?

Answer: The pay period begin date is 11/1/xx and the end date is 2/28/xx. Although the service period of the sabbatical begins in January the action should be entered no later than the November payroll deadline. A side note - Prior approval for the action must be obtained before it can be entered online so the leave request should be submitted for approval by October.

A Lecturer, appointed only for Winter and Spring quarters, will be increasing her percent time for Spring quarter. What is the effective date of the increase in percent time?
Answer: The effective date of the increase in percent time is April 1st.
An 11-month Researcher informs you that he will be reducing his effort on his grants for the Winter quarter. What dates would you use to reflect this in PPS?
Answer: It depends on exactly which dates the researcher plans to reduce his time. Pay and service periods match for fiscal year appointees.

Staffing Activity

Review the following Appointment and Distributions screen and determine if staffing would be correct if it were run on 10/20/00.

If there is an error in the staffing caused by the payroll data, how would you fix it? Note any errors and needed corrections below each screen.

Example 1: Tony Gwynn

Error: *Would not show up in staffing.*
Correction: *Create a new distribution to hold FTE from 7-1-00 to 6-30-01.*

Example 2: Ben Davis

Error: *Would not show up in staffing.*
Correction: *RGS line (distribution 13) should begin 7/1/00.*

Example 3: Wally Joyner

Error: *Would not show up in staffing.*
Correction: *Correct DOS code on distribution 31 to RGA.*

Example 4: Carlos Hernandez
Error: *None*
Correction: *None*