

DATE: April 20, 2017
TO: Academic Departments
FROM: Academic Personnel Office (APO)
CC: Accounting Office, Financial Planning and Analysis (FP&A), Academic Senate Office
RE: Academic Merits and Promotions and Other Salary Related Actions

2016-2017 BUDGET & STAFFING PROCESS

No on-line payroll entries that will affect Staffing should be made from **July 1 through July 19**. If you are unclear as to whether an entry will affect Staffing, contact Lorissa Zavala (ext. 2-3250 or lorissa.zavala@ucr.edu) in Financial Planning and Analysis (FP&A). The July 19 date may be subject to change and an email notification will be sent if this change is required.

ACADEMIC MERITS, PROMOTIONS AND RETENTIONS

Ladder Rank Faculty merits, promotions and approved retention actions (announcements through June 23, 2017) that have July 1, 2017 effective dates will be prepared and entered into the Payroll/Personnel System (PPS) centrally by the Academic Personnel Office and the Payroll Office. Your assistance in verifying the accuracy of the updated salaries will be requested on Monday, **July 10, 2017** after the merits, promotions and retentions have been centrally processed. A notice will be sent via PPS News to remind departments to provide verification.

NOTE: If you have entered any merits and promotions for Ladder Rank faculty in PPS that have **July 1, 2017 effective dates, we ask that you reverse these entries at this time. Premature entries of these actions in PPS will have a negative effect on the staffing process.** Departments are responsible for entering the merits and title code changes for Unit 18 faculty (Lecturer and Supervisor of Teacher Education), Librarians and non-senate academic advancement actions. Entries with an effective date of July 1 may be made through June 23, 2017. **Changes that affect Staffing may be necessary during the period from July 1 through July 19, these could include New Hires or Separations.** Any such adjustment should be coordinated with FP&A.

ASSISTANT PROFESSORS WITH JUNE 30, 2017 ENDING DATES:

Assistant Professors with June 30, 2017 ending dates must be extended to June 30, 2019 for approved actions and June 30, 2018 for denied actions. The June 30, 2019 date should be used if a merit or promotion review action is still pending. Both the appointment and distributions lines must be extended in PPS by June 5, 2017 or this will have a negative effect on the staffing process. Assistant Professors who will separate from the University effective June 30, 2017 will not require extensions.

ADDITIONAL COMPENSATION—SUMMER SALARY

Summer salary compensation may be entered into the system now. Summer salary appointments must be added on a new appointment line, carrying with it the appropriate distribution line(s). The total summer salary may not exceed three-ninths for an academic year appointee. Summer session compensation must be included in that total.

Payment of summer salary must be calculated as a percentage of the monthly salary (at the one-ninth rate) with a begin date as of the first day of the month and an end date as the last day of the month. For a list of appropriate title codes and DOS codes as well as further instructions on the processing of summer salary, refer to the [Summer Salary Guidelines for Compensation*](#) located on the Academic

Personnel website under [Local Compensation Policy and Guidelines](#), and the [Payroll/Personnel System Guidelines for Summer Salary Compensation](#) located on the Payroll Office web site.

**Note: The Summer Salary Guidelines document is in the process of being updated. The updated document will be available by the end of the month.*

RETIREMENT CONTRIBUTIONS ON SUMMER SALARY

Effective July 1, 2001, an employer and employee contribution to the Defined Contribution Plan Pretax Account based on eligible summer salary was provided per UC policy ([APM 190, Appendix G](#)). Summer salary is not ‘Covered Compensation’**. Therefore, it is not included in the calculations of an individual's HAPC (Highest Average Plan Compensation) for determining a retirement benefit. ** Administrative ninths paid to part-time faculty administrators is “Covered Compensation”.

NIH SALARY CAP

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 National Institutes of Health (NIH). [UCR Guidelines for NIH Salary Cap](#) are located on the Academic Personnel web site under [Local Compensation Policy and Guidelines](#).

Recent audits conducted by the Department of Health and Human Services (DHHS) and internally by the University have identified non-compliance with the NIH salary limitation and have resulted in repayments to the federal government. DHHS has indicated that follow-up reviews of this issue are likely in the near future. It is important that departments follow policy set forth in the [UCR Guidelines for NIH Salary Cap](#) to properly implement this salary cap.

COMMITTEE ON ACADEMIC PERSONNEL (CAP) COMPENSATION

Summer salary previously selected by members of CAP for their 2016-2017 service should be entered in the Payroll/Personnel System before July 14. Home departments should have received a copy of the letter to the CAP member in September. If you have any questions please contact Genie Mulari in the Academic Senate office (ext. 2-5537 or genie.mulari@ucr.edu).

LEAVES

Academic leaves for 2017/18AY, including sabbatical leaves, may not be entered or updated in PPS until July 19, 2017.

NOTE: If you have already entered academic leaves effective July 1, 2017 or later, we ask that you reverse these entries at this time. Premature entries will have a negative effect on the staffing process.

SUMMARY OF IMPORTANT DATES

Date	Action
By June 5, 2017	Assistant Professors with June 30, 2017 ending dates must now be extended to June 30, 2019 for approved actions and June 30, 2018 for denied actions. The June 30, 2019 date should be used if a merit or promotion review action is still pending. (This extension is not required for faculty separating from the University on June 30, 2017)
June 23, 2017	<ul style="list-style-type: none"> • Cut-off date for Ladder Rank Merits, Promotions, and approved Retentions effective July 1, 2017. All actions announced through June 23, 2017 will be updated by APO and the central payroll office. Actions announced after June 23, 2017 will be updated by the departments after July 19, 2017. • Departments must have their Staffing in balance. If Staffing is not balanced on July 1, FP&A will debit the department's budget to cover any variance. • Department cut-off for on-line payroll entries that will affect Staffing. • Department cut-off for all temporary 2016/17 BEAs. • Department cut-off for provision adds, changes and deletions. (<i>* Departments will not be able to access provisions until staffing is complete around the end of July</i>).
June 1-30, 2017	Unit 18, Librarian, and non-senate academic advancement actions and title code changes and non-senate academic with July 1 effective dates may be entered during this time.
July 1 – July 19, 2017	On-line payroll entries that will affect Staffing should NOT be made during this time
July 10, 2017	Departments/Units should verify the accuracy of the centrally processed merits, promotions and retentions in PPS
July 19, 2017	Academic leaves for 2017-18 may NOT be entered before this date.

This communication is also accessible from the [Academic Personnel website](#) on the Compensation page under [Local Compensation Policy and Guidelines](#).

For questions or assistance, please send an email to apomail@ucr.edu.