

UC Riverside  
Academic Personnel Procedures

**2017 Summer Salary Compensation Guidelines for  
Academic Appointees**

This document outlines the basic limitations on summer salary compensation for Academic-Year and Fiscal-Year Academic Appointees in 2017. The monthly maximum compensation percentages for Academic Year appointees shown in the table on page 2 have been adjusted to conform to the number of working days available according to the academic year calendars for 2016-2017 and 2017-2018.

***SUMMER COMPENSATION GUIDELINES FOR ALL FACULTY***

- ✓ Summer compensation title codes and DOS codes are based primarily upon the individual's regular appointment/title code, and the type of activity they are performing. Consult *Table 1. Summer Compensation DOS Code Mapping Tool for Academic Appointments on pages 5-6 below*, to select the correct title code and DOS code combination.

**PPS Appointment Lines:**

- ✓ An additional appointment must be created in the Payroll/Personnel System.
- ✓ More than one appointment may be required for faculty receiving summer salary compensation from more than one department/unit.
- ✓ The appointment line in the Payroll/Personnel System should begin with the first day of the month in which the faculty member will receive summer salary compensation (e.g., June 1) and should end with the last day of the month in which the faculty member will receive summer salary compensation (e.g., September 30).
- ✓ The percentage of the appointment should be left blank.

**PPS Distribution Lines:**

- ✓ Distribution information differs by appointment type. Please refer to the appointment-specific information below for more directions regarding the distribution line.
- ✓ Refer to the Payroll/Personnel System (PPS) [Guidelines on Summer Salary Compensation](#) for step-by-step instructions on the PPS processing of summer salary and additional compensation for ladder-rank faculty.

***ACADEMIC-YEAR LADDER RANK FACULTY***

- ✓ Summer salary compensation may be paid for employment during the summer service period.
- ✓ Ladder-rank faculty may be compensated up to a maximum of three-ninths, or one-third of the individual's academic-year annual salary rate for activities assigned during the summer.
- ✓ The maximum three-ninths total includes all UC paid summer compensation for summer session teaching, administrative appointments and research ninths.
- ✓ Prior to paying summer salary compensation, care must be taken by the department to ensure that previously paid or scheduled summer salary compensation does not put the ladder-rank faculty member over the three-ninths maximum.

**PPS Distribution Lines**

- ✓ The monthly salary for Academic-Year Ladder-Rank Faculty in the distribution line is determined by dividing the annual salary by nine (one-ninth)<sup>1</sup>.
- ✓ There may be several distribution lines corresponding to the appointment for summer salary compensation. For instance, separate distribution lines may be required in order to provide

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<sup>1</sup> In the situation where the Academic-Year Ladder-Rank Faculty member is receiving summer compensation during June, and that individual has received a salary increase due to a merit or promotion action or a salary increase due to a range adjustment that is effective July 1 of the same calendar year, the June summer compensation is calculated at the July 1 (increased) rate. Summer Sessions courses are calculated using the June 30<sup>th</sup> rate.

monthly compensation at varying percentages or from different accounts. The following monthly maximums apply:

**MAXIMUMS FOR ACADEMIC-YEAR LADDER RANK FACULTY**

Eligible academic-year appointees are allowed to earn a maximum of one-third of the academic-year annual salary rate as additional compensation for services during the summer period. The full summer service period is available, however only 57 service days may be used during the period.

Service Period = Any 57 working days from **June 19, 2017 to September 22, 2017**.

If effort is reported as 100% at a full 1/9 installment for such a month, it is to be understood that only 19 service days in duty status for pay entitlement are, for payroll purposes, those of the compensable service period. The actual periods of service should be documented.

When a daily rate is used rather than a monthly rate, and during the months of July and/or August each business day available for service is used, the monthly installment for those months may exceed 1/9 of the annual rate. This is allowable so long as the total compensation for the summer period does not exceed one-third of the annual rate and the total service period does not exceed 57 days.

**APM Policy Reference APM 600- Appendix 1**

June*	Begin Date = June 1 End Date = June 30	Summer salary compensation must not exceed the maximum percentage of the monthly salary for June as published annually by the Academic Personnel Office. [.5263 for June 2017] (10 working days)
July	Begin Date = July 1 End Date = July 31	Summer salary compensation must not exceed 3/9ths over the summer period from all sources. [1.1053 for July 2017] (21 working days)
August	Begin Date = August 1 End Date = August 31	Summer salary compensation must not exceed 3/9ths over the summer period from all sources. [1.2105 for August 2017] (23 working days)
September*	Begin Date = September 1 End Date = September 30	Summer salary compensation must not exceed the maximum percentage of the monthly salary for September as published annually by the Academic Personnel Office. [.8421 for Sept 2017] (16 working days)

\* Summer salary compensation must not exceed 3/9ths over the summer period from all sources. The combined percentages paid for June and September must not exceed 100% when compensation for both July and August are at 100%.

**ADDITIONAL COMPENSATION FOR FISCAL-YEAR FACULTY**

- ✓ Effective May 2, 2014, approval for additional compensation for fiscal-year faculty has been delegated to the Deans. With prior written approval from the Dean, additional compensation may be paid for work performed in lieu of vacation, per [APM 600-14c](#). All fiscal-year appointees may receive additional compensation of up to one-twelfth of the annual salary for teaching, research, or service performed during vacation. This is effective for appointments made July 1, 2014 or later. Those appointed prior to July 1, 2014 to the Professor, Astronomer or Agronomist series are eligible for payments of up to one-eleventh of the annual salary of a fiscal-year appointee.
- ✓ An appropriate number of accrued vacation days must be deducted from the faculty member’s vacation accrual, per [APM 600-14.c](#).

### **PPS Distribution Line**

- ✓ The monthly salary in the distribution line is determined by dividing the annual salary by eleven (one-eleventh payments) or by twelve for (one-twelfth payments).
- ✓ There may be more than one distribution line corresponding to the appointment for additional compensation.

### **LEAVE OF ABSENCES DURING THE SUMMER**

- ✓ It is assumed that any individual employed on extramural funds will not be absent from the site of the research program for vacation or other purposes during the period for which summer additional compensation is to be paid, except for periods of approved leaves of absence.
- ✓ Leave approvals: If the sponsoring agency has given permission for a leave and it is less than seven calendar days, follow the departmental procedures for notifying the department chair. If the absence is longer than seven calendar days, a Leave of Absence Form (UPAY 573) must be prepared by the department and forwarded for appropriate approvals.
- ✓ Academic Year Faculty Administrators who receive summer compensation for administrative duties during the summer are deemed to be on work status and should abide by the Leave of Absence Policies that are in place during the Academic Year.

### **SUMMER COMPENSATION FOR NON-LADDER RANK FACULTY**

- ✓ Unit 18 appointees (Lecturers and Supervisors of Teacher Education) who earn summer compensation are subject to the three-ninths maximum.
- ✓ Per [Article 23](#) of the MOU, Summer Sessions teaching appointments are not considered part of the regular academic year and do not confer eligibility status for benefits or retirement.
- ✓ Beginning with Summer Session 2012, an NSF will receive the equivalent of one quarter or semester toward continuing appointment eligibility if certain conditions are met. Refer to [Article 23 A.7](#) for the conditions.
- ✓ All Unit 18 appointees who teach in the summer are assigned the title code 1550, regardless of their title code during the regular academic year, and they may not be appointed more than 100% in any given month.
- ✓ Unit 18 appointee compensation is subject to [Article 23 C](#). Generally Unit 18 appointees are paid the same percentage of their annual salary (as of June 30<sup>th</sup>) as the percentage of salary provided to Senate Faculty at UCR. In limited circumstances, exceptions are possible, as outlined in [Article 23 C](#).
- ✓ Academic Student Employees (ASEs -Teaching Assistant, Teaching Fellow, Graduate Student Instructor, Associate-In) who earn summer compensation are not subject to the three-ninths maximum, however they may not be appointed more than 100% in any given month.

### **PPS Distribution Lines**

- ✓ The rate for Unit 18 Faculty in the distribution line is determined by multiplying the annual June 30<sup>th</sup> salary by the appointment percentage. Exceptions are possible, as outlined in [MOU Article 24.A.1](#).
- ✓ TAs are paid an hourly rate per [MOU Article 24.1](#). That is multiplied by the number of hours assigned to the course. The rate for 2017 is \$30.38 and the title code to use is 2310.
- ✓ Associate-Ins are paid a calculated rate (based on the unit value of the course) and the first step on the Associate-In salary scale. Contact Summer Sessions for additional information (2-3044). For 2017 the annual AY amount is \$42,016 (new rate effective 10/1/16) and the title code to use is 1501.
- ✓ There may be several distribution lines corresponding to the appointment for summer salary compensation. For instance, separate distribution lines may be required in order to provide monthly compensation at varying percentages or against different accounts.

## ***POLICY AND PROCEDURAL REFERENCES FOR ALL TITLES***

Table 1 Summer Compensation DOS Code Mapping Tool for Academic Appointments, is a tool to select the correct title code and DOS code combination for each specific activity. It is found on page 4-5 of these guidelines.

[Academic Personnel Manual \(APM\) 600-14](#), Additional Compensation

[Academic Personnel Manual \(APM\) 600, Appendix 1](#), Guidelines for Payment of Additional Compensation to Academic-Year Appointees during the Summer

[Academic Personnel Manual \(APM\) 190, Appendix G](#), Retirement Contributions on Academic Appointee Summer Salary

[Unit 18 Contract](#)

[Academic Student Employees Contract](#)

Step by step [Payroll Instructions for Summer Compensation](#).

[NIH Salary Cap Guidelines \(updated April 2017\)](#)

Information regarding post-retirement recall for emeriti faculty can be found at:

<http://ucnet.universityofcalifornia.edu/forms/pdf/retirement-handbook.pdf>

Please contact the Academic Personnel Office at [apomail@ucr.edu](mailto:apomail@ucr.edu) if you have any questions.

**Table 1. Summer Compensation DOS Code Mapping Table for Academic Appointees**

Last Updated: June 1, 2017

Last Reviewed: June 1, 2017

*This table is not intended to be a complete listing of all DOS Codes. It is a guide for compensation paid outside regular salary, usually in the summer, and related academic title codes.*

Type	Summer Compensation Category	Applies to TC Series at UCR	Summer TCs included <sup>1</sup>	New DOS Code	Notes
<b>Faculty Academic Administrator</b>					
<b>REV</b>	Summer Differential Payment for less than full-time faculty academic administrators. Refer to APM 241. Use the corresponding Administrative Title code with the DIF DOS code (new 7.1.2015)	Divisional Deans, Associate Deans, some Directors, Vice Provosts and Associate Vice Provosts with less than 100% appointments, plus Department Chairs and Vice Chairs.	1040, 1010, 0803, 0900, 1017, 1047, 1068, 1069, 1077, 1087, 1096, 1094	<b>DIF</b>	Previously paid as administrative summer ninths. Does not include stipends, which must be paid 9/9 using DOS code STP for AY faculty and 11/11 or 11/12 for FY faculty.
<b>Administration - Does Not Include Faculty Academic Administrators</b>					
	Summer Compensation (ninths) for Administrative Duties	Professor Series AY, including Acting	1103, 1203, 1303, 1301	<b>ACA</b>	Payments at some percentage of 1/9 rate.
	Summer Compensation (ninths) for Administrative Duties	B/E/E Professor Series AY, including Acting	1145, 1245, 1345, 1979	<b>ACA</b>	Payments at some percentage of 1/9 rate.
	Summer Compensation (flat rate) for Administrative Duties	Professor Series AY, including Acting	1103, 1203, 1303, 1301	<b>APA</b>	Payment at a negotiated flat rate.
	Summer Compensation (flat rate) for Administrative Duties	B/E/E Professor Series AY, including Acting	1145, 1245, 1345, 1979	<b>APA</b>	Payment at a negotiated flat rate.
<b>Research</b>					
	Summer Research Compensation (ninths) that does not exceed any agency CAP	Professor Series AY, including Acting	3205, 3215, 3225	<b>ACR</b>	Paid from research funds (not agency capped) <sup>3</sup>
	Summer Research Compensation (ninths) that does not exceed any agency CAP	B/E/E Professor Series AY, including Acting	1982, 1984, 1986	<b>ACR</b>	Paid from research funds (not agency capped) <sup>3</sup>
	Summer Research Compensation (ninths) that does not exceed any agency CAP	Professor Series AY, including Acting	3205, 3215, 3225	<b>ARC</b>	Agency-capped salary, at or below cap limit.
	Summer Research Compensation (ninths) that does not exceed any agency CAP	B/E/E Professor Series AY, including Acting	1982, 1984, 1986	<b>ARC</b>	Agency-capped salary, at or below cap limit.
	Differential between faculty's salary and agency cap	Professor Series AY, including Acting	3205, 3215, 3225	<b>AAC</b>	Funding sources subject or restrictions, for example no state or federal funds. <sup>4</sup>
	Differential between faculty's salary and agency cap	B/E/E Professor Series AY, including Acting	1982, 1984, 1986	<b>AAC</b>	Funding sources subject or restrictions, for example no state or federal funds. <sup>4</sup>
	Summer Research Compensation (1/11th and 1/12th) that does not exceed any agency CAP	Professor Series FY, including Acting	3205, 3215, 3225	<b>AFR</b> <sup>2</sup>	Payments at some percentage of 1/11 or 1/12th rate, no agency cap
	Summer Research Compensation (1/11th and 1/12th) that does not exceed any agency CAP	B/E/E Professor Series FY, including Acting	1144, 1244, 1344, 1978	<b>AFR</b> <sup>2</sup>	Payments at some percentage of 1/11 or 1/12th rate, no agency cap
	Summer Research Compensation (1/11th) that does not exceed any agency CAP	Deans and Interim/Acting Deans	1000, 1007	<b>AFR</b> <sup>2</sup>	Payments at some percentage of 1/11 or 1/12th rate, no agency cap
<b>Teaching</b>					
	Summer Session Teaching at percentage of REG rate, eligible for DCP.	Professor Series AY, including Acting	1103, 1203, 1303, 1301	<b>SSG</b>	Payments at some percentage of 1/9 rate.
	Summer Session Teaching at percentage of REG rate, eligible for DCP.	B/E/E Professor Series AY, including Acting	1145, 1245, 1345, 1979	<b>SSG</b>	Payments at some percentage of 1/9 rate.
	Summer Session Teaching at flat rate, eligible for DCP.	Professor Series AY, including Acting	1103, 1203, 1303, 1301	<b>SSC</b>	Payment at a negotiated flat rate.
	Summer Session Teaching at flat rate, eligible for DCP.	B/E/E Professor Series AY, including Acting	1145, 1245, 1345, 1979	<b>SSC</b>	Payment at a negotiated flat rate.
	Summer Session Teaching for individuals NOT eligible for DCP.	Unit 18	1550	<b>SST</b>	Not eligible for Summer Session DCP
	Summer Session Teaching for individuals NOT eligible for DCP.	Visiting Titles	1102, 1202, 1302	<b>SST</b>	Not eligible for Summer Session DCP
	Summer Session Teaching for individuals NOT eligible for DCP.	Graduate Students	1501, 2310	<b>SST</b>	Not eligible for Summer Session DCP
<b>Other</b> <sup>5</sup>					
	Add'l. Summer Comp. NOT for Administrative, Research or Summer Session Teaching.	Professor Series AY, including Acting	1103, 1203, 1303, 1301	<b>ACM</b>	For those eligible for DCP contribution
	Add'l. Summer Comp. NOT for Administrative, Research or Summer Session Teaching.	B/E/E Professor Series AY, including Acting	1145, 1245, 1345, 1979	<b>ACM</b>	For those eligible for DCP contribution
	Add'l. Summer Comp. NOT for Administrative, Research or Summer Session Teaching.	Professor Series FY, including Acting	1144, 1244, 1344, 1978	<b>AMN</b>	For those NOT eligible for DCP contribution
	Add'l. Summer Comp. NOT for Administrative, Research or Summer Session Teaching.	B/E/E Professor Series FY, including Acting	1144, 1244, 1344, 1978	<b>AMN</b>	For those NOT eligible for DCP contribution

Notes:

1 - Refer to Title Code Mapping Table in Appendix 1 of the Summer Salary Guidelines for Academic Appointees:

**WWW.AcademicPersonnel.UCR.EDU/Salary Issues/Summer Compensation Guidelines for Academic Appointees (YEAR)**

2 - Requires a written exception prior to implementation, and deduction of appropriate amount of accrued vacation.

3 - Although the rate is a negotiated flat rate, the PPS distribution line must show a percentage of the actual rate.

4 - Current NIH caps are available at the web address below. Verification of non-NIH caps is done at the departmental level.

**WWW.AcademicPersonnel.UCR.EDU/Salary Issues/NIH Salary Cap Guidelines (YEAR)**

5 - Duties that cannot be assigned to the Administration, Research or Teaching categories, for example, curriculum or course development.

**REV** - indicates revision or update since last publication of this table.

**NEW** - indicates new addition since last publication of this table.

**Table 2. Title Code Mapping for Academic Appointees**  
 Regular Appointment Title Code to Summer Compensation Title Code, By Activity  
 Last Revised: June 2, 2015  
 Last Reviewed: April 29, 2016

Regular Appointment Title Code	Description	Summer Compensation Title Code			
		Administration	Research	Teaching	Other
1100	Professor AY	1103	3205	1103	1103
1200	Associate Professor AY	1203	3215	1203	1203
1300	Assistant Professor AY	1303	3225	1303	1303
1307	Acting Assistant Professor AY	1301	3225	1301	1301
1210	Associate Professor FY	1203	3215	1203	1203
1310	Assistant Professor FY	1301	3225	1301	1301
1317	Acting Assistant Professor FY	1301	3225	1301	1301
1143	B/E/E Professor AY	1145	1982	1145	1145
1243	B/E/E Associate Professor AY	1245	1984	1245	1245
1343	B/E/E Assistant Professor AY	1345	1986	1345	1345
1977	B/E/E Acting Assistant Professor AY	1979	1986	1979	1979
1144	B/E/E Professor FY	1145	1982	1145	1145
1244	B/E/E Associate Professor FY	1245	1984	1245	1245
1344	B/E/E Assistant Professor FY	1345	1986	1345	1345
1978	B/E/E Acting Assistant Professor FY	1979	1986	1979	1979
1108	Visiting Professor	1108	1108	1108	1108
1208	Visiting Associate Professor	1208	1208	1208	1208
1308	Visiting Assistant Professor	1308	1308	1308	1308
3258	Adjunct Professor AY	3363	3363	3363	3363
3268	Adjunct Associate Professor AY	3362	3362	3362	3362
3278	Adjunct Assistant Professor AY	3361	3361	3361	3361
3377	B/E/E Adjunct Professor AY	3379	3379	3379	3379
3374	B/E/E Adjunct Associate Professor AY	3376	3376	3376	3376
3371	B/E/E Adjunct Assistant Professor AY	3373	3373	3373	3373
1607	Lecturer SOE (full-time only)	1608	1608	1608	1608
1640	Sr. Lecturer SOE (full-time only)	1642	1642	1642	1642
1680	Lecturer PSOE (full-time only)	1681	1681	1681	1681
1683	Sr. Lecturer PSOE (full-time only)	1684	1684	1684	1684
2220	Supervisor of Teacher Education AY	1550	CALL	1550	CALL
2221	Supervisor of Teacher Education AY - Continuing	1550	CALL	1550	CALL
1630	Lecturer AY	1550	CALL	1550	CALL
1631	Lecturer AY - Continuing Appointment	1550	CALL	1550	CALL
1632	Lecturer AY 1/9	1550	CALL	1550	CALL
1633	Lecturer AY 1/9 - Continuing Appointment	1550	CALL	1550	CALL
1634	Lecturer FY	1550	CALL	1550	CALL
1635	Lecturer FY - Continuing Appointment	1550	CALL	1550	CALL
1650	Miscellaneous Lecturer	1550	CALL	1550	CALL

REV  
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Notes:

Please note that the title codes for graduate students titles have not been included in this spreadsheet.  
 Where you see the word 'CALL,' please call Academic Personnel for clarification.

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**NEW** - indicates new addition since last publication of this table.