

**ACADEMIC DATA**

**AND**

**PERSONNEL/PAYROLL SYSTEM (PPS)**

**Presented by: Academic Personnel Office**

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**EDUCATION INFORMATION AND SPECIALTY CODING**

The following fields must be completed for all newly hired academic faculty and equivalent titles. This information is extracted each October for reporting to the Office of the President. The Office of the President prepares a report on all new faculty hired at each of the UC campuses. The official list of “Faculty Title Codes Requiring Corporate Reporting” appears in **Attachment 1**.

**EPD2 (Employee Personal Data 2) Screen (within the New Hire Bundle):**

**EPD2—EMPLOYEE PERSONAL DATA 2**

PPEPD20-E1529	RVT EDB Entry/Update	11/24/03	
11:21:56			
11/17/03 14:14:08	Employee Personal Data 2	Userid:	
RVPAYREM			
ID: 851799170	Name: ACADEMIC, AMY	SSN: 777-77-3292 Pri Pay: MO	
	Oath Signature Date: 070194	<b>1</b>	
	I-9 Date: 011294	<b>2</b>	
	Education Level Code: D	<b>3</b>	
	Education Level Year: 80	<b>4</b>	
	Non-UC Prior Service Code:	<b>5</b>	
	Prior Service Months:	<b>6</b>	
Prior University Service Institution Code: MZU		<b>7</b>	
	Employment Service Credit: 121	<b>8</b>	
Employment Service Credit From Date: 0794		<b>9</b>	
	Current Specialty Code:	<b>10</b>	
	Highest Degree Specialty Code:	<b>11</b>	
	Highest Degree Institution Code: MMX	<b>12</b>	
Next Func:	ID:	Name:	SSN:
===>			
F: 1-Help	3-PrevMenu	4-Print	5-Update
F:	9-Jump		12-Exit

**Field 1. Oath Signature Date**

*Enter the date (MMDDYY) the Oath & Patent is signed (must be the date of hire or prior to the date of hire).*

**Field 2. I-9 Date**

*Enter the date (MMDDYY) the I-9 is signed (must be the date of hire or prior to the date of hire).*

**Field 3. Education Level Code**

*Enter the code that indicates the highest degree the employee holds.*

<b>Code</b>	<b>Description</b>
<b>N</b>	No academic credentials
<b>H</b>	High School diploma or equivalent
<b>T</b>	Trade or Craft certificate
<b>A</b>	Associate Degree
<b>B</b>	Bachelor's Degree
<b>M</b>	Master's Degree (M.A., M.S.)
<b>P</b>	Professional Degree (M.L.S., J.D., M.S.W., etc.)
<b>D</b>	Doctorate (Ph.D., D.Sc., M.D., D.Pharm., D.L.S., Ed.D., etc.)

**Field 4. Education Level Year**

*The year (last 2 digits of the year) that the individual received his/her highest degree.*

**Field 5. Non-UC Prior Service Code**

*Enter the appropriate code for prior service.*

<b>Code</b>	<b>Description</b>
<b>A</b>	Employed by Industry
<b>B</b>	Student
<b>C</b>	Employed by State of California
<b>D</b>	Employed by DOE Labs
<b>E</b>	Employed by other Governmental Agency
<b>F</b>	Self Employed
<b>G</b>	Not Employed
<b>H</b>	Employed by Stanford
<b>I</b>	California Institute of Technology
<b>J</b>	Employed by USC
<b>K</b>	Employed by State University/College
<b>L</b>	Other California University/College
<b>M</b>	Other University/College
<b>N</b>	Do not use
<b>O</b>	Do not use
<b>P</b>	Do not use
<b>R</b>	Other Foreign University/College

**Field 6. Prior Service Months**

*Enter the number of months of prior service with the University (UCR or other campus) and any California State University.*

**Field 7. Prior University Service Institution Code**

*Enter the 3-digit school code if appointee's prior service was a University: for example enter NBB if this employee transferred from UC Berkeley or KUM if prior service was at Harvard.*

For Institutional Codes, see web site:

<http://www.ucop.edu/irc/dd/cps/instname.txt>

**Field 8. Employment Service Credit**

*No entry required. This is derived by the system.*

**Field 9. Employment Service Credit From Date**

*No entry required. This is derived by the system.*

**Field 10. Current Specialty Code**

*No entry required.*

**Field 11. Highest Degree Specialty Code**

*No entry required.*

**Field 12. Highest Degree Institution Code**

*Enter the 3-digit school code where the individual received his/her highest degree. Use the same school code listing as you used for Prior University Service Institution Code.*

For Institutional Codes, see web site:

<http://www.ucop.edu/irc/dd/cps/instname.txt>

## FACULTY HONORS AND AWARDS

The Personnel/Payroll System (PPS) maintains information on the honors and awards received by our faculty. Frequently, the Chancellor's Office, the Office of the President, or outside constituents request information about our faculty. These honors and awards distinguish our faculty as leaders in their fields of research. The Office of the President can view these fields on our Personnel/Payroll System, and they can extract this data on our faculty.

To ensure this data on faculty within your department/unit is captured, this information should be entered in the **EHON Screen**.

### Accessing the EHON Screen:

**Step 1.** The EHON screen is not in the New Hire Bundle. This screen can be accessed by entering **EHON** in the "Next Func.:" field on the Main Menu of PPS.

#### **MAIN MENU**

```
UCMMNU0-M1325          RV Online Applicatns          11/24/03
12:54:28

                                Main Menu                                Userid:
RVEVCJN

- Employee Data Base ----
  IEDB  Central Inquiry
  IDDB  Departmental Inquiry
  EEDB  EDB Entry/Update
  IDOC  Employee Documents
--- Payroll Audit Record ---
  IPAR  Inquiry
  IDPR  Departmental Inquiry
---- History Data Base ----
  IHDB  Record Inquiry/Update
  IHIS  Personnel History
  IHHR  History Documents
  IHTX  Tax Withholding

-- Employment Verification
  IVER  Verification
Next Func: EHONID: _____ Name: _____ SSN:
====>
F: 1-Help                                4-Print
F:                                          12-Exit

----- PAN Subsystem -----
  PSRV  PAN Services Menu
-- Payroll Time Reporting --
  ETHF  THF Entry/Update
  IDTC  Dept Time Collect
  EDAT  Dept Adj Trans
---- Abeyance Data Base ----
  SPCL  Special Processes
----- CSER Subsystem -----
  EFCR  Encumbrance Entries
--- ID Number Subsystem ---
  IDMN  ID Numbers Main Menu
--- System Administration --
  UCSA  Entry/Update
```

**Step 2.** Enter in the ID # or Name of the faculty member you want to update.

**EHON--HONORS DATA**

PPEHON0-E0943	RVT EDB Entry/Update	11/24/03
11:27:20		
11/17/03 14:14:08	Honors Data	Userid:
RVPAYREM		
ID: 851799170 Name: ACADEMIC, AMY		SSN: 777-77-3292 Pri Pay: MO
	<b>Type</b>	<b>Date</b>
	GUG	0793 GUGGENHEIM AWARD
	MAC	0782 MACARTHUR FELLOW

**Step 3.** Complete the following fields:

**Field 1. Type**

*Enter the appropriate code for the specified honor or award. Hit F1 for a complete list.*

***For Codes for Endowed Chairs:** Each endowed chair has its own special Code. If a code does not exist for the endowed chair, contact the Academic Personnel Office and a 3-digit code will be assigned.*

<b>Code</b>	<b>Description</b>
<b>AAAS</b>	American Association for the Advancement of Science
<b>DAN</b>	Danforth Fellows
<b>EXXX</b>	Endowed Chair (XXX as defined by campus)
<b>FUL</b>	Fulbright Awards
<b>GUG</b>	Guggenheim Awards
<b>MAC</b>	MacArthur Fellow
<b>NAED</b>	National Academy of Education
<b>NAE</b>	National Academy of Engineering
<b>NAS</b>	National Academy of Science
<b>NIM</b>	National Institute of Medicine
<b>NOB</b>	Nobel Prize
<b>PYI</b>	Presidential Young Investigator
<b>PROF</b>	University Professor

**Field 2. Date**

*Enter in the date (MMYY) of the honor or award.*

**Field 3. Name**

*This field is derived by the system when you hit enter.*

**ACADEMIC FIELDS—NO LONGER REQUIRED**

**Completion of the following fields and/or screens is not required for Academic Employees:**

EPER Entry Screen: Next Salary Review Date  
Next Salary Review Type

EACD Entry Screen (Academic Service): No entries are required for this screen.

ELVE Entry Screen: Last Sabbatical Credit Balance  
Sabbatical Credit Date  
Sabbatical Credit Accrued  
Sabbatical Credit Accrued Thru Date  
Sabbatical Credit Used  
Total Sabbatical Credit Balance

EPD2 Entry Screen: Current Specialty Code  
Highest Degree Specialty Code

**EAPP SCREEN—ACADEMIC FIELDS**

**EAPP Screen**

PPEAPP0-E1419	RVT EDB Entry/Update	11/24/03
15:32:4		
11/17/03 14:14:08	Appointments/Distributions	Userid:
RVPAYRE		
ID: 851799170 Name: ACADEMIC, AMY	SSN: 777-77-3292 Pri Pay: MO	
PAF Gen No: 17		Pg 01 of 01

  

Appt	Actions	Pgm Typ	<b>A</b>	Bas Pd Ovr	Appt Begin	Appt End	<b>B</b>	Dept	FLSA
10		A 5		09 12	070194	999999	T	D01019	1

  

<b>Title</b>	<b>C</b>	Grade	%Full	F/V	<b>D</b>	<b>E</b>
1100	PROFESSOR - ACADEMIC YEAR	1.00	F	100400.00	A MO R	N

  

Dist	Actions	ACCT	ACTV	FUND	FN CC	PD	PC	FTE	Dis %
12		300110	01032	19900	40 KHDE		Profs, Full	1.00	1.000

  

Pay Begin	Pay End	<b>F</b>	<b>G</b>	<b>D</b>	DOS	PRQ	DUC	WSP
070103	999999	Step	O/A	Rate/Amount	REG			
		6		8366.67				

  

Dist	Actions	ACCT	ACTV	FUND	FN CC	PD	PC	FTE	Dis %

  

Pay Begin	Pay End	Step	O/A	Rate/Amount	DOS	PRQ	DUC	WSP

  

Next Func:            ID:            Name:            SSN:

====>

F: 1-Help	3-PrevMenu	4-Print	5-Update
F:	9-Jump		12-Exit

## DEFINITIONS

### **Academic Personnel Manual (APM)**

- Systemwide policy manual governing University of California academic employees which is maintained by the Office of the President.
- <http://www.ucop.edu/acadadv/acadpers/apm/>

### **Academic-Year Appointment [EAPP Screen-see A]**

- Paid on a 9/12 pay basis.
- An academic-year appointment is also known as a nine-month appointment and refers to the period in which an academic appointee renders services, i.e., the academic year, from the beginning of the fall term through the end of the spring term (APM-600-4-d)  
<http://www.ucop.edu/acadadv/acadpers/apm/apm-600.pdf>

### **Faculty**

- A member of the faculty of the University is an academic appointee in a School, College, Division, Department, or Program of instruction and research who has independent responsibility for conducting approved regular University courses for campus credit.
- For a complete list of faculty titles, see APM 110-4-14.  
<http://www.ucop.edu/acadadv/acadpers/apm/apm-110.pdf>

### **Fiscal-Year Appointment [EAPP Screen-see A]**

- Paid on an 11/12 pay basis.
- A fiscal-year appointment refers to the period in which the individual renders service, i.e. throughout the calendar year (12 months) as opposed to the academic year (9 months).

### **Ladder Rank Faculty**

- Ladder rank faculty are faculty holding tenured titles or non-tenured titles in a series in which tenure may be conferred. These series are: Professorial series, Clinical Professor of Dentistry (50 percent or more time) series, and Supervisor of Physical Education series (APM 110-4-21).

### **Professor Series/Professorial Series**

- The Professor (or Professorial) series is used for appointees who are members of the faculty of an academic or professional college, school, or program of the University and who have instructional, research, and University and public service responsibilities.
- The Professor series is limited to the titles Professor, Associate Professor, Assistant Professor, and Instructor.
- These titles are also known as the regular ranks (APM - 220-4-a).
- A permanently budgeted position must be allocated before an appointment is made in this series.

**Rank [EAPP Screen-see C]**

- A level of appointment within a title series. See the definition, *Title Series*.
- Ranks for the Professorial Series are:
  - ◊ Assistant Professor
  - ◊ Associate Professor
  - ◊ Professor (sometimes referred to as full professor)

**Step [EAPP Screen-see F]**

- Most academic titles have established levels of salary within each title or rank. Each level is referred to as a step. For example, Assistant Professor, Step II.
- See Salary Scales. <http://www.ucop.edu/acadadv/acadpers/tab0708/tabcont.html>

**Tenure [EAPP Screen-see B]**

- Tenure is the status of an Associate Professor and Professor and positions of equivalent rank which are continuous until ended voluntarily by retirement or resignation, or involuntarily by demotion or dismissal. An appointment with tenure may be terminated by The Regents only for good cause, after the opportunity for a hearing before the properly constituted advisory committee of the Academic Senate (Standing Order 103.9).
- The following titles in the Professorial Series carry tenure: Professor and Associate Professor. (For a list of titles carrying tenure, see APM 110-4-41).  
<http://www.ucop.edu/acadadv/acadpers/apm/apm-110.pdf>

**Title Series**

- Academic titles which carry a rank designation (i.e., Assistant, Associate) for which promotion from one rank to a higher rank is possible are designated as a title series.
- For example, the Professor series consists of the titles: Assistant Professor, Associate Professor, and Professor.

**Salary Related Definitions:****Salary Scale [EAPP Screen-see D] See Attachment 2**

A salary scale is a published listing of salary rates or salary range established for a given academic title or title series. The scales may be divided into steps or into ranks and steps within the ranks. A salary range is a published listing of the minimum to maximum salary for a particular title.

**Above-Scale Salary [EAPP Screen-see G]**

Above-scale refers to a full-time salary rate for an academic appointee which exceeds the maximum salary designated for the title series in the published salary scales. Enter “A” in PPS.

**Off-Scale Salary [EAPP Screen-see G]**

The salary for an appointee at a certain rank and step is designated as off-scale if the salary is higher than the published salary at the designated rank and step for the relevant title series. Enter “O” in PPS.

### **Leave Accrual Codes for Academic Appointees [EAPP Screen-see E]**

- A Leave Accrual Chart has been prepared by the Academic Personnel Office identifying leave codes for academic appointees. (see **Attachment 3**)
- Factors which determine leave codes include: academic series, pay basis, duration of appointment, percent of appointment.
- Navigation Guide to **Leave Accrual Chart** on the web:
  - Go to **Academic Personnel website** (<http://academicpersonnel.ucr.edu/>)
  - Click on **Leaves** tab, under **Policies & Procedures** on left side of the AP Website
  - Click on **Leave Accrual Chart**  
<http://academicpersonnel.ucr.edu/leaves/APOLeaveAccrualChart.xls>

### **Other Definitions:**

#### **Sabbatical Leave (APM 740):**

Sabbatical leaves are granted, in accordance with regulations established by the President, to enable recipients to be engaged in intensive programs of research and/or study, thus to become more effective teachers and scholars and to enhance their services to the University. For guidelines, see APM 740.

<http://www.ucop.edu/acadadv/acadpers/apm/apm-740.pdf>

#### **Active Service-Modified Duties (APM 760-28):**

A period of Active Service-Modified Duties shall be granted on request to any appointee who has substantial responsibility for the care of a newborn child or a child under age five placed for adoption or foster care. During a period of Active Service-Modified duties, the appointee is on active status. Active Service-Modified Duties is not a leave of absence. For restrictions and timing, see APM 760-28.

<http://www.ucop.edu/acadadv/acadpers/apm/apm-760.pdf>

## SERVICE PERIOD VS. PAY PERIOD

(APM 600 APPENDIX 6)

### Dates of Hire & Faculty Salaries

- The academic year begins July 1 and ends June 30.
- Ladder-rank faculty appointments are expected to begin July 1.

### Fiscal-Year Appointees

- Appointees are paid on a monthly basis, after service is provided.
- Payment for work performed in the month of July is paid on or about August 1.

### Academic-Year Appointees

- Appointees who begin employment fall quarter are paid for nine months of service over a twelve month period of time (9/12 or “nine over twelve” basis).
- Service periods for fall, winter and spring quarters are published in the University Calendar.
- Each quarter’s service is recognized in four monthly paychecks.
- The months in which these checks are received do not correspond to the service periods.
- The pay periods for academic-year appointees paid on a twelve-month basis are as follows:

Service Period	Pay Period	Paychecks Received On or About
Fall Quarter	July	August 1
October	August	September 1
November	September	October 1
December	October	November 1
Winter Quarter	November	December 1
January	December	January 1
February	January	February 1
March	February	March 1
Spring Quarter	March	April 1
April	April	May 1
May	May	June 1
June	June	July 1

- Academic-year appointees (e.g., lecturers) commencing employment after the fall quarter are compensated on a nine over nine (9/9) basis (APM 600, Appendix 3).

### References:

#### Faculty Recruitment & Hiring Toolkit:

<http://academicpersonnel.ucr.edu/FacultyToolkit/>

Navigation Tip from the Academic Personnel Website (<http://academicpersonnel.ucr.edu/>):

- Click on **Hiring** tab at the top of the AP website.

#### Academic Personnel Manual 600, Appendix 3 (Salary Administration):

<http://www.ucop.edu/acadadv/acadpers/apm/apm-600.pdf>

Navigation Tip from the Academic Personnel Website (<http://academicpersonnel.ucr.edu/>):

- Click on **APM** tab at the top of the AP website.

- The Office of the Executive Vice Chancellor & Provost sends out an annual Scotmail notice to all academic employees with academic-year appointments. See sample letter below.

To: Academic Employees with Academic-Year Appointments

From: Elizabeth Lord  
Vice Provost Academic Personnel

Re: **Service Periods vs. Pay Periods**

This communication is about the relationship between the service period and pay period for academic employees with academic-year appointments (9/12 month pay basis). The service periods for fall, winter and spring quarters are published in the University calendar. Each quarter's service is recognized in 4 monthly paychecks. The months in which these checks are received do not correspond to the service periods. The pay periods for academic-year appointees paid on a 12-month basis are as follows:

<b>Service period</b>	<b>Paychecks received on or about</b>
fall quarter	August 1, September 1, October 1 and November 1
winter quarter	December 1, January 1, February 1 and March 1
spring quarter	April 1, May 1, June 1 and July 1

This discrepancy between service period and pay period can lead to problems when an employee paid on an academic-year basis (9/12) resigns in mid quarter, at the end of the quarter or goes on a leave without pay for part of the academic-year. Pay must correspond to the portion of the quarter or the portion of the year that is actually worked. So for example, a faculty member who resigns effective the end of the fall quarter would be entitled to paychecks on August 1, September 1, October 1 and November 1, but not December 1 or thereafter. In the event that the December 1 or later check is received or benefits are used during a non-covered period, funds must be reimbursed. Faculty leaving during the course of a quarter are paid an amount that is prorated through the portion (the number of days) of the quarter which they have worked. Employees should contact the Benefits Office, as early as possible, to determine what effect the leave or resignation will have on their health and welfare and retirement benefits.

**Attachment 1: FACULTY TITLE CODES REQUIRING CORPORATE PERSONNEL REPORTING**

<b>PROFESSORIAL TENURE</b>		<b>PROFESSORIAL NON-TENURE</b>		<b>ACTING PROFESSOR NON-SENATE</b>	
1100	PROF-9 MOS	1300	ASST PROF-9 MOS	1301	ACT ASST PROF-1/9 <sup>TH</sup>
1103	PROF-1/9 MOS	1303	ASST PROF-1/9 <sup>TH</sup>	1307	ACT ASST PROF-9 MOS
1104	UNIVERSITY PROF	1310	ASST PROF-11 MOS	1317	ACT ASST PROF-11 MOS
1110	PROF-11 MOS	1343	ASST PROF-9 MOS- BUS/ENG	1564	ACT ASST PROF- GENCOMP
1111	PROF-VERIP-9 MOS	1344	ASST PROF-11 MOS- BUS/ENG	1977	ACT ASST PROF-9 MOS-B&E
1112	PROF-VERIP-11 MOS	1345	ASST PROF-1/9 <sup>TH</sup> - BUS/ENG	1979	ACT ASST PROF-1/9 <sup>TH</sup> - B&E
1143	PROF-9 MOS-BUS/ENG	1563	ASST PROF-GENCOMP		
1145	PROF-1/9 <sup>TH</sup> -BUS/ENG				
1200	ASSOC PROF-9 MOS				
1203	ASSOC PROF-1/9 <sup>TH</sup>				
1210	ASSOC PROF-11 MOS			3000	---IN THE AES
1243	ASSOC PROF-9 MOS- BUS/ENG				
1245	ASSOC PROF-1/9 <sup>TH</sup> - BUS/ENG				
1565	ASSOC PROF- GENCOMP				
1567	PROF-GENCOMP				

**AGRONOMIST  
TENURE**

**Attachment 2: Sample Salary Scale for Faculty**  
**TABLE 1**  
**FACULTY--LADDER RANKS—PROFESSOR SERIES**  
**ACADEMIC YEAR**

<u>Rank</u>	<u>Step</u>	<u>Years at Step</u>	<u>Salary Scale 10/1/06</u>		<u>WITH COLA</u>		<u>Salary Scale 10/1/07</u>	
			<u>Annual</u>	<u>Monthly</u>	<u>Annual</u>	<u>Monthly</u>	<u>WITH COLA &amp; MARKET</u>	<u>Annual</u>
<b>Instructor</b>	--	--	41,500	3,458.33	42,500	3,541.67	45,900	3,825.00
<b>Assistant Professor</b>	I	2	48,100	4,008.33	49,300	4,108.33	53,200	4,433.33
(Non-Tenured)	II	2	50,900	4,241.67	52,200	4,350.00	56,400	4,700.00
	III	2	53,800	4,483.33	55,100	4,591.67	59,500	4,958.33
	IV	2	56,800	4,733.33	58,200	4,850.00	62,900	5,241.67
	V	2	59,600	4,966.67	61,100	5,091.67	66,000	5,500.00
	VI	2	62,500	5,208.33	64,100	5,341.67	69,200	5,766.67
<b>Associate Professor</b>	I	2	59,700	4,975.00	61,200	5,100.00	66,100	5,508.33
(Tenured)	II	2	62,600	5,216.67	64,200	5,350.00	69,300	5,775.00
	III	2	66,100	5,508.33	67,800	5,650.00	73,200	6,100.00
	IV	3	70,100	5,841.67	71,900	5,991.67	77,700	6,475.00
	V	3	75,600	6,300.00	77,500	6,458.33	83,700	6,975.00
<b>Professor</b>	I	3	70,200	5,850.00	72,000	6,000.00	77,800	6,483.33
(Tenured)	II	3	75,700	6,308.33	77,600	6,466.67	83,800	6,983.33
	III	3	81,800	6,816.67	83,800	6,983.33	89,900	7,491.67
	IV	3	88,700	7,391.67	90,900	7,575.00	96,400	8,033.33
	V	--	96,400	8,033.33	98,800	8,233.33	103,300	8,608.33
	VI	--	104,400	8,700.00	107,000	8,916.67	111,800	9,316.67
	VII	--	113,500	9,458.33	116,300	9,691.67	121,000	10,083.33
	VIII	--	122,900	10,241.67	126,000	10,500.00	131,000	10,916.67
	IX	--	133,500	11,125.00	136,800	11,400.00	142,000	11,833.33

University of California Academic Salary Scales, Effective October 1, 2007

<http://www.ucop.edu/acadv/acadvpers/tab0708/tabcont.html>

*Most Commonly Used:*

Table 1	Faculty-Ladder Ranks-Professor Series, Academic Year
Table 2	Faculty-Ladder Ranks-Professor Series, Fiscal Year
Table 3	Faculty-Ladder Ranks-Business/Management/Engineering, Academic Year
Table 9	Faculty-Acting Assistant Professors

Navigation Tip from the Academic Personnel Website (<http://academicpersonnel.ucr.edu/>):

➤ Click on **Salary Scales**

<http://www.ucop.edu/acadv/acadvpers/tab0708/tabcont.html>

**Attachment 3: Leave Accrual Chart:** <http://academicpersonnel.ucr.edu/leaves/APOLeaveAccrualChart.xls>

ACADEMIC SERIES		APM REFERENCE	Sick Leave Accrual	Vacation Leave Accrual	LEAVE CODE
<b>Ladder Rank Faculty</b>			*	*	
Pay Basis Duration of Appt Percent of Appt	Academic Year Any Any	APM 730-0-a Vacation Accrual APM 710-0-a Sick Leave Accrual	No	No	N
Pay Basis Duration of Appt Percent of Appt	Fiscal Year 6 months or more > or = 50%	APM 730-0-b Vacation Accrual APM 710-0-a Sick Leave Accrual	No	Yes	E
<b>Professional Researcher Series</b>					
Pay Basis Duration of Appt Percent of Appt	Fiscal Year 6 months or more > or = 50%	APM 730-0-b Vacation Accrual APM 710-0-a Sick Leave Accrual	Yes	Yes	D
Pay Basis Duration of Appt Percent of Appt	Fiscal Year < 6 months > or = 50%	APM 710-14 Sick Leave Eligibility	Yes	No	F
<b>Postgraduate Researcher Non-Student</b>					
Pay Basis Duration of Appt Percent of Appt	Fiscal Year 6 months or more > or = 50%	APM 730-0-b Vacation Accrual APM 710-0-a Sick Leave Accrual	Yes	Yes	D
Pay Basis Duration of Appt Percent of Appt	Fiscal Year < 6 months > or = 50%	APM 710-14 Sick Leave Eligibility	Yes	No	F
<b>Visiting Postdoctoral - Non-Student</b>					
Pay Basis Duration of Appt Percent of Appt	Fiscal Year 6 months or more > or = 50%	APM 730-0-b Vacation Accrual APM 710-0-a Sick Leave Accrual	Yes	Yes	D
Pay Basis Duration of Appt Percent of Appt	Fiscal Year < 6 months > or = 50%	APM 710-14 Sick Leave Eligibility	Yes	No	F
<b>Academic Administrator</b>					
Pay Basis Duration of Appt Percent of Appt	Fiscal Year 6 months or more > or = 50%	APM 730-0-b Vacation Accrual APM 370-20 Acad Admin	Yes	Yes	D
Pay Basis Duration of Appt Percent of Appt	Fiscal Year < 6 months > or = 50%	APM 710-0-a Sick Leave Accrual APM 710-14 Sick Leave Eligibility	Yes	No	F
<b>Academic Coordinator</b>					
Pay Basis Duration of Appt Percent of Appt	Fiscal Year 6 months or more > or = 50%	APM 730-0-b Vacation Accrual APM 375-20 Acad Coord	Yes	Yes	D
Pay Basis Duration of Appt Percent of Appt	Fiscal Year < 6 months > or = 50%	APM 710-0-a Sick Leave Accrual APM 710-14 Sick Leave Eligibility	Yes	No	F
Pay Basis Duration of Appt Percent of Appt	Academic Year Any Any	APM 730-0-a Vacation Accrual APM 710-0-a Sick Leave Accrual APM 375-20 Acad Coord	No	No	N
<b>Specialist Series</b>					
Pay Basis Duration of Appt Percent of Appt	Fiscal Year 6 months or more > or = 50%	APM 730-0-b Vacation Accrual APM 710-0-a Sick Leave Accrual	Yes	Yes	D
Pay Basis Duration of Appt Percent of Appt	Fiscal Year < 6 months > or = 50%	APM 710-14 Sick Leave Eligibility	Yes	No	F
<b>Associate University Librarian</b>					
Pay Basis Duration of Appt Percent of Appt	Fiscal Year 6 months or more > or = 50%	APM 730-0-b Vacation Accrual APM 365-20 Assoc/Asst UL	Yes	Yes	D
Pay Basis Duration of Appt Percent of Appt	Fiscal Year < 6 months > or = 50%	APM 710-0-a Sick Leave Accrual APM 710-14 Sick Leave Eligibility	Yes	No	F
<b>Assistant University Librarian</b>					
Pay Basis Duration of Appt Percent of Appt	Fiscal Year 6 months or more > or = 50%	APM 730-0-b Vacation Accrual APM 365-20 Assoc/Asst UL	Yes	Yes	D
Pay Basis Duration of Appt Percent of Appt	Fiscal Year < 6 months > or = 50%	APM 710-0-a Sick Leave Accrual APM 710-14 Sick Leave Eligibility	Yes	No	F

**Attachment 3 cont.**

ACADEMIC SERIES		APM REFERENCE	Sick Leave Accrual	Vacation Leave Accrual	LEAVE CODE
<b>Librarian Series</b>					
Pay Basis	Fiscal Year	APM 730-0-b Vacation Accrual APM 360-20-f Librarian Series	Yes	Yes	D
Duration of Appt	6 months or more				
Percent of Appt	> or = 50%	APM 710-0-a Sick Leave Accrual APM 710-14 Sick Leave Eligibility	Yes	No	F
Pay Basis	Fiscal Year				
Duration of Appt	< 6 months	<b>Continuing Education Specialist</b>			
Percent of Appt	> or = 50%	APM 730-0-b Vacation Accrual APM 340-20 CES Series	Yes	Yes	D
Pay Basis	Fiscal Year				
Duration of Appt	< 6 months	APM 710-0-a Sick Leave Accrual APM 710-14 Sick Leave Eligibility	Yes	No	F
Percent of Appt	> or = 50%				
<b>Cooperative Extension Service Appt</b>					
Pay Basis	Fiscal Year	APM 730-0-b Vacation Accrual APM 335-20 Coop Ext Advisor	Yes	Yes	D
Duration of Appt	6 months or more				
Percent of Appt	> or = 50%	APM 710-0-a Sick Leave Accrual APM 710-14 Sick Leave Eligibility	Yes	No	F
Pay Basis	Fiscal Year				
Duration of Appt	< 6 months	<b>All Other Non-Student Academic Employees</b>			
Percent of Appt	> or = 50%	APM 730-0-a Vacation Accrual APM 710-0-a Sick Leave Accrual	No	No	N
Pay Basis	Academic Year				
Duration of Appt	Any	APM 730-0-b Vacation Accrual APM 710-0-a Sick Leave Accrual	No	Yes	E
Percent of Appt	Any				
Pay Basis	Fiscal Year	<b>All appointments &lt; 50%</b>			
Duration of Appt	6 months or more	APM 710-14 Sick Leave Eligibility APM 730-0 Vacation Accrual APM 730-18 Vacation Accrual	No	No	N
Percent of Appt	> or = 50%				
Pay Basis	Any	<b>Student Academic Titles</b>			
Duration of Appt	Any	<b>e.g., TAs, Assoc Ins, Tchng Fellows, Rschers, Tutors:</b>			
Percent of Appt	<50%	APM 730-0-a Vacation Accrual APM 710-0-b Sick Leave Accrual	No	No	N
Pay Basis	Academic Year				
Duration of Appt	Any	<b>e.g., GSRs:</b>			
Percent of Appt	> or = 50%	APM 730-0-b Vacation Accrual APM 710-0-b Sick Leave Accrual	No	Yes	E
Pay Basis	Fiscal Year				
Duration of Appt	12 consecutive months or more				
Percent of Appt	> or = 50%				

\*>50% and <100% accrue sick and vacation leave at a proportionate rate