ACADEMIC DATA

AND

PERSONNEL/PAYROLL SYSTEM (PPS)

Presented by: Academic Personnel Office

TABLE OF CONTENTS

EDUCATION INFORMATION AND SPECIALTY CODING

The following fields <u>must be completed</u> 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      1
                                 I-9 Date: 011294       2
                      Education Level Code: D           3
                      Education Level Year: 80          4
                 Non-UC Prior Service Code:             5
                      Prior Service Months:             6
Prior University Service Institution Code: MZU          7

                  Employment Service Credit: 121        8
         Employment Service Credit From Date: 0794      9

                     Current Specialty Code:            10
              Highest Degree Specialty Code:            11
           Highest Degree Institution Code: MMX         12
 Next Func:     ID:          Name:                      SSN:

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

Field 1.   <u>Oath Signature Date</u>
Enter the date (MMDDYY) the Oath & Patent is signed (must be the date of hire or prior to the date of hire).

Field 2.   <u>I-9 Date</u>
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.

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

Code	Description
A	Employed by Industry
B	Student
C	Employed by State of California
D	Employed by DOE Labs
E	Employed by other Governmental Agency
F	Self Employed
G	Not Employed
H	Employed by Stanford
I	California Institute of Technology
J	Employed by USC
K	Employed by State University/College
L	Other California University/College
M	Other University/College
N	Do not use
O	Do not use
P	Do not use
R	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. <u>**Employment Service Credit**</u>
No entry required. This is derived by the system.

Field 9. <u>**Employment Service Credit From Date**</u>
No entry required. This is derived by the system.

Field 10. <u>**Current Specialty Code**</u>
No entry required.

Field 11. <u>**Highest Degree Specialty Code**</u>
No entry required.

Field 12. <u>**Highest Degree Institution Code**</u>
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 ----            ------ PAN Subsystem -------
   IEDB  Central Inquiry               PSRV  PAN Services Menu
   IDDB  Departmental Inquiry          -- Payroll Time Reporting --
   EEDB  EDB Entry/Update              ETHF  THF Entry/Update
   IDOC  Employee Documents            IDTC  Dept Time Collect
  --- Payroll Audit Record ---         EDAT  Dept Adj Trans
   IPAR  Inquiry                       ---- Abeyance Data Base ----
   IDPR  Departmental Inquiry          SPCL  Special Processes
  ---- History Data Base -----         ------ CSER Subsystem ------
   IHDB  Record Inquiry/Update         EFCR  Encumbrance Entries
   IHIS  Personnel History             --- ID Number Subsystem ----
   IHHR  History Documents             IDMN  ID Numbers Main Menu
   IHTX  Tax Withholding               --- System Administration --
                                       UCSA  Entry/Update
  -- Employment Verification
   IVER  Verification
 Next Func:   EHONID: _____  Name: _____  SSN:
 ===>
  F:  1-Help                      4-Print
  F:                                            12-Exit
```

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


                    Type   Date
                    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.*

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

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

                                                    D                        E
Title      C                        Grade %Full F/V Ann/Hr Rate Rt Sch Time  Lv
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
                          F       G        D
       Pay Begin  Pay End  Step  O/A  Rate/Amount DOS  PRQ  DUC  WSP
       070103     999999     6         8366.67    REG

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/tab0809/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

<div align="center">

SERVICE PERIOD VS. PAY PERIOD
(APM 600 APPENDIX 6)

</div>

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.

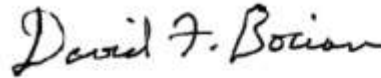**Academic Personnel Manual 600, Appendix 3 (Salary Administration):**
http://www.ucop.edu/acadadv/acadpers/apm/apm-600.pdf
Navigation Tip from the Academic Personnel Website (http://academicpersonnel.ucr.edu/):
- ➢ Click on **APM** tab at the top of the AP website.

➢ 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. **For the most current letter go to:** http://academicpersonnel.ucr.edu/salary/ServicePeriodvsPayPeriod.pdf

To: Academic Employees with Academic-Year Appointments

From: David F. Bocian
           Vice Provost for 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:

Service Period*	Pay Period	Paychecks received on or about
Fall Quarter	July	August 1
	August	September 1
	September	October 1
	October	November 1
Winter Quarter	November	December 1
	December	January 1
	January	February 1
	February	March 1
Spring Quarter	March	April 1
	April	May 1
	May	June 1
	June	July 1

*Refer to the University Academic Calendar for actual dates: http://provost.ucr.edu/5yrcal.html

Your academic year appointment (9/12) provides that your pay for nine months of service is distributed over twelve months. In effect, you are paid to some extent in advance for your service to the campus during the Fall, Winter and Spring Quarters. 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.

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

	PROFESSORIAL TENURE		PROFESSORIAL NON-TENURE		ACTING PROFESSOR NON-SENATE
1100	PROF-9 MOS	1300	ASST PROF-9 MOS	1301	ACT ASST PROF-1/9TH
1103	PROF-1/9 MOS	1303	ASST PROF-1/9TH	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-1/9TH-BUS/ENG	1979	ACT ASST PROF-1/9TH-B&E
1143	PROF-9 MOS-BUS/ENG	1563	ASST PROF-GENCOMP		
1145	PROF-1/9TH-BUS/ENG				
1200	ASSOC PROF-9 MOS				
1203	ASSOC PROF-1/9TH				**AGRONOMIST TENURE**
1210	ASSOC PROF-11 MOS			3000	---IN THE AES
1243	ASSOC PROF-9 MOS-BUS/ENG				
1245	ASSOC PROF-1/9TH-BUS/ENG				
1565	ASSOC PROF-GENCOMP				
1567	PROF-GENCOMP				

Attachment 2: Sample Salary Scale for Faculty

TABLE 1
FACULTY--LADDER RANKS--PROFESSOR SERIES*
ACADEMIC YEAR

Rank	Step	Years at Step	10/1/09 Annual	10/1/09 Monthly	Minimum Scale 10/1/11 Annual	Minimum Scale 10/1/11 Monthly	Adjusted Scale 10/1/11 Annual	Adjusted Scale 10/1/11 Monthly
Instructor	--	--	45,900	3,825.00	45,900	3,825.00	47,300	3,941.67
Assistant Professor	I	2	53,200	4,433.33	53,200	4,433.33	54,800	4,566.67
	II	2	56,400	4,700.00	56,400	4,700.00	58,100	4,841.67
	III	2	59,500	4,958.33	59,500	4,958.33	61,300	5,108.33
	IV	2	62,900	5,241.67	62,900	5,241.67	64,800	5,400.00
	V	2	66,000	5,500.00	66,000	5,500.00	68,000	5,666.67
	VI	2	69,200	5,766.67	69,200	5,766.67	71,300	5,941.67
Associate Professor	I	2	66,100	5,508.33	66,100	5,508.33	68,100	5,675.00
	II	2	69,300	5,775.00	69,300	5,775.00	71,400	5,950.00
	III	2	73,200	6,100.00	73,200	6,100.00	75,400	6,283.33
	IV	3	77,700	6,475.00	77,700	6,475.00	80,000	6,666.67
	V	3	83,700	6,975.00	83,700	6,975.00	86,200	7,183.33
Professor	I	3	77,800	6,483.33	77,800	6,483.33	80,100	6,675.00
	II	3	83,800	6,983.33	83,800	6,983.33	86,300	7,191.67
	III	3	89,900	7,491.67	89,900	7,491.67	92,600	7,716.67
	IV	3	96,400	8,033.33	96,400	8,033.33	99,300	8,275.00
	V	--	103,300	8,608.33	103,300	8,608.33	106,400	8,866.67
	VI	--	111,800	9,316.67	111,800	9,316.67	115,200	9,600.00
	VII	--	121,000	10,083.33	121,000	10,083.33	124,600	10,383.33
	VIII	--	131,000	10,916.67	131,000	10,916.67	134,900	11,241.67
	IX	--	142,000	11,833.33	142,000	11,833.33	146,300	12,191.67

Comp Group A02

*The Acting Professorial titles, Adjunct Professor Series, Professor in Residence Series, Curator Series, and the Agronomist in the Agricultural Experiment Station Series are also paid on the Academic-Year Ladder Ranks salary scale.

University of California Academic Salary Scales, Effective October 1, 2011
For the most current Salary Scales, go to:
http://www.ucop.edu/academic-personnel/compensation/2013-academic-salary-scales.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

Attachment 3: Leave Accrual Chart: *For the most current chart go to*

http://academicpersonnel.ucr.edu/leaves/APOLeaveAccrualChart.pdf

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

Attachment 3 cont.

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

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