

REVISED: June 21, 2018

DATE: April 24, 2018

TO: Academic Departments

FROM: Academic Personnel Office (APO)

CC: Accounting Office, Financial Planning and Analysis (FP&A), Academic Senate Office,
Academic CFAOs

RE: Academic Merits & Promotions and Other Academic Salary Related Actions

2017-2018 BUDGET & STAFFING PROCESS

No on-line payroll entries for permanently budgeted positions (that affect Staffing) should be made from **July 1st through July 13th**. This includes any changes made through the new FAU change module that can cause Staffing to become unbalanced. If you are unclear as to whether an entry will affect Staffing, or if you believe a transaction needs to be entered during the freeze, contact Lorissa Zavala (ext. 2-3250 or lorissa.zavala@ucr.edu) in Financial Planning and Analysis (FP&A). Please do not transact after the freeze period until after an email is received from FP&A indicating entry is now allowable.

ACADEMIC MERITS, PROMOTIONS AND RETENTIONS

Senate Faculty merits, promotions and approved retention actions (announcements through June 15, 2018) with July 1, 2018 effective dates will be prepared and entered into UCPATH centrally via the new Mass Update of PayPath Actions by the Academic Personnel Office (APO) on June 19, 2018. Your assistance in verifying the accuracy of the updated salaries will be requested by APO on Friday, **June 22, 2018**, after the merits, promotions and retentions have been centrally processed.

NOTE: Salary actions for permanently budgeted positions effective July 1, 2018, should be entered only by APO via UCPATH's mass upload process. Any entries before May 31 with a July 1 effective date for this population will impact the May Staffing submission. If you have entered any merits or promotions for permanently budgeted positions with July 1, 2018 effective dates, we ask that your Shared Service Center reverse these entries at this time.

Departments/ORGs are responsible for submitting the transactions for advancement actions for Unit 18 faculty (Lecturer and Supervisor of Teacher Education), Librarians and non-senate academics. Shared Service Centers can send mass transactions for updates by Central APO. Mass PayPath templates should be sent to AP UCPATH Support (APUCPathSupport@o365ucr.onmicrosoft.com).

Exceptional Late Salary Actions for Merits & Promotions: Costing reports used by FP&A for mass budget entry adjustments will include any entries required from departments when verifying the accuracy of the Mass Update. Any adjustments required after the verification is complete will need to be approved by FP&A via email (Lorissa.Zavala@ucr.edu) with a manual salary adjustment request before sending the request to ServiceLink. Adjustments are only for additional corrections needed for salary actions announced through June 15, 2018, that were included in the Mass Update of PayPath Actions.

New Hires & Separations: Changes that affect Staffing may be necessary during the period from July 1st through July 13th; these could include permanently budgeted academic new hires or separations. FP&A should be notified via email (Lorissa.Zavala@ucr.edu) of the date of hire or separation along with the employee's name and ID.

ASSISTANT PROFESSORS WITH JUNE 30, 2018 EXPECTED JOB END DATES

Assistant Professors with June 30, 2018 Expected Job End Dates will be extended to June 30, 2020, for approved actions and June 30, 2019, for denied and pending actions, centrally by the Academic Personnel Office during the mass update of Merit and Promotion outcomes. Assistant Professors who will separate from the University effective June 30, 2018, will not require extensions.

ADDITIONAL COMPENSATION—SUMMER SALARY

Summer salary compensation may be entered into UCPath once the Summer Salary Guidelines have been distributed; distribution is scheduled for May 9th. If the grant requires effort reporting/payroll certification or a specific job code is required for Summer Sessions teaching per a MOU, a concurrent hire into the appropriate job code will be necessary. All other summer compensation (e.g. administrative ninths and summer sessions teaching) can be paid on the Professorial job as recurring additional compensation via PayPath. The total summer salary must not exceed three-ninths (3/9) for an academic year appointee. Summer sessions 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 the first day of the month and an end date as the last day of the month. For a list of appropriate Job Codes and Earn Codes as well as further instructions on the processing of summer salary, refer to the forthcoming Summer Salary Guidelines for Compensation located on the Academic Personnel website under [Local Compensation Policy and Guidelines](#).

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 produced on a periodic schedule based on updated governmental regulations. Current guidelines will be 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 follow-up reviews of this issue are likely in

the near future. It is important departments follow policy set forth in the UCR Guidelines for NIH Salary Cap to properly implement this salary cap.

LEAVES

Academic leaves for AY 2018-2019, including sabbatical leaves, may not be entered or updated in UCPATH until July 13, 2018. Premature entries will have a negative effect on the staffing process. Exceptional cases should be discussed with Financial Planning & Analysis (Lorissa.Zavala@ucr.edu).

SUMMARY OF IMPORTANT DATES

Date	Action
June 15, 2018 (Fri)	<ul style="list-style-type: none"> • Cut-off date for Ladder Rank merits, promotions, and approved retentions effective July 1, 2018; all actions announced through June 15, 2018, will be updated <u>centrally</u> by the Academic Personnel Office on June 19th • Actions announced after June 22nd through July 13th will be updated <u>centrally</u> by the Academic Personnel Office once FP&A submits the permanent budget, which is currently expected to be July 13, 2018. Late actions announced on or after July 14th should be updated by the departments via a request through their SSC. • Assistant Professors with June 30, 2018 Expected Job End dates will be extended to June 30, 2020, for approved actions and June 30, 2019, for denied and pending actions, <u>centrally</u> by the Academic Personnel Office on June 19th (this extension is not required for faculty separating from the University on June 30, 2018) • Departments must have their Staffing in balance; if Staffing is not balanced on June 29th for the July 1st deadline, FP&A will debit the department's budget to cover any variance • Deadline for transactions that affect Staffing must be entered in UCPATH • Deadline for all temporary 2017/18AY BEAs • Deadline for provision adds, changes and deletions <p>Note: <i>Departments will not be able to access provisions until staffing is complete around the end of July.</i></p>
June 19, 2018 (Tues)	APO updates merits, promotions, retentions, (announced through June 15 th) and Assistant Professor extensions in UCPATH via the Mass Updates of PayPath Actions.
June 22, 2018 (Fri)	ORGs/Departments verify the accuracy of the centrally processed merits, promotions and retentions. Reports will be provided for the affected populations to assist with the verification.
June 25, 2018 (Mon)	Corrections for actions announced through June 15 th from ORGs/Departments due to APO.

June 26, 2018 (Tues)	Advancement actions announced June 22 nd will be updated <u>centrally</u> by APO.
June 27, 2018 (Wed)	Salary scales updated by UCPC.
June 27 – July 3	UCPC freeze on Academic pay impacting transactions. Examples of updates that should be avoided include: <ul style="list-style-type: none"> - Job Code changes - Employee classification changes - Salary plan changes - Pay component changes (Please contact UCPC for assistance if there are critical updates during this time).
June 29, 2018 (Fri)	Corrections for actions announced through June 22 nd from ORGs/Departments due to APO.
July 1 – 13, 2018	On-line payroll entries that affect Staffing should <u>NOT</u> be made during this time. Entries may be entered once the permanent budget is submitted. Examples of updates that should be avoided include: <ul style="list-style-type: none"> - FAU changes - FTE changes - Compensation changes - Job frequency changes - Job Code/Salary Plan changes Notice will be provided by FP&A via email once the submission is successful.
July 2-3, 2018	E-105 Academic Range Adjustment Process run by UCPC.
July 13, 2018 (Fri)	Permanent Budget and Staffing Files are due to Office of the President from FP&A. Academic leaves for 2018-19AY may NOT be entered before this date.
July 17, 2018 (Tues)	Advancement actions announced between June 29 th and July 13 th will be updated <u>centrally</u> by APO.
July 18, 2018 (Wed)	ORGs/Departments verify the accuracy of the centrally processed merits, promotions and retentions. Reports will be provided for the affected populations to assist with the verification.
July 19, 2018 (Thurs)	Corrections for actions announced through July 13 th from ORGs/Departments due to APO.
July 23, 2018 and after	Actions announced on or after July 14 th should be updated by the ORGs/Departments via a request through their SSC.

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.