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

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**2017-2018 BUDGET & STAFFING PROCESS**
No on-line payroll entries for permanently budgeted positions (that affect Staffing) should be made from **July 1 through July 17.** 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, contact Lorissa Zavala (ext. 2-3250 or lorissa.zavala@ucr.edu) in Financial Planning and Analysis (FP&A). The July 17 date may be subject to change and an email notification will be sent if this change is required.

**ACADEMIC MERITS, PROMOTIONS AND RETENTIONS**
Senate Faculty merits, promotions and approved retention actions (announcements through June 22, 2018) that have 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 26, 2018.  Your assistance in verifying the accuracy of the updated salaries will be requested by APO on Thursday, **June 28, 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 that have 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 22, 2018 that were included in the Mass Update of PayPath Actions.

**Exceptional Late Salary Actions for Discretionary:** Please do not initiate entries for late faculty discretionary actions with an effective date of July 1 or later until notified by FP&A. Allowance for corrections will be dependent on UCOP's deadline for the permanent budget submission.

**New Hires & Separations:** Changes that affect Staffing may be necessary during the period from July 1 through July 17; 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, underlined 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.

*Disclaimer: Timeline, processes and procedures are subject to change based on the new operating model and UCPath system.*

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.

**COMMITTEE ON ACADEMIC PERSONNEL (CAP) COMPENSATION**
Summary salary previously selected by members of CAP for their 2017-2018 service should be entered before July 13. 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 AY 2018-2019, including sabbatical leaves, may not be entered or updated in UCPath until July 17, 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 22, 2018 (Fri) | • Cut-off date for Ladder Rank merits, promotions, and approved retentions effective July 1, 2018; all actions announced through June 22, 2018, will be updated <u>centrally</u> by the Academic Personnel Office on June 26<br>• Actions announced after June 22 through July 13 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 17, 2018. Late actions announced on or after July 14 should be updated by the departments via a request through their SSC.<br>• 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 26 (this extension is not required for faculty separating from the University on June 30, 2018)<br>• Departments must have their Staffing in balance; if Staffing is not balanced on June 29<sup>th</sup> for the July 1st deadline, FP&A will debit the department's budget to cover any variance<br>• Deadline for transactions that affect Staffing must be entered in UCPath<br>• Deadline for all temporary 2017/18AY BEAs<br>• Deadline for provision adds, changes and deletions<br>***Note:*** *Departments will not be able to access provisions until staffing is complete around the end of July.* |

| June 26, 2018 (Tues) | APO updates merits, promotions, retentions, (announced through 06/22) and Assistant Professor extensions in UCPath via the Mass Updates of PayPath Actions. |
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| June 28, 2018 (Thurs) | 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 29, 2018 (Fri) | Corrections from ORGs/Departments due to APO |
| July 1 – 17, 2018 | On-line payroll entries that will affect Staffing should <u>NOT</u> be made during this time. Entries may be entered once the permanent budget is submitted. Notice will be provided by FP&A via email once the submission is successful. |
| July 17, 2018 (Tues) | 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 20, 2018 (Fri) | Advancement actions announced between June 23 and July 13 will be updated <u>centrally</u> by APO. |
| July 23, 2018 (Mon) | 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 23, 2018 and after | Actions announced on or after July 14 should be updated by the ORGs/Departments via a request through their SSC. |
| July 24, 2018 (Tues) | Corrections from ORGs/Departments due to APO |

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.

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