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

2018-2019 BUDGET & STAFFING PROCESS CHANGES

This year, FP&A plans to include and process permanent funding only for the first wave of Academic salary actions centrally updated by Academic Personnel. June 28th is the drop deadline and the day the Staffing snapshot is taken, so please time corrections processed through BEA's, the FAU Change Module and Shared Service Centers accordingly.

Note, on-line payroll corrections may only be made for those included in the first cut-off date. On-line payroll entries for faculty merits, promotions, and approved retentions that were excluded from the first cut-off date **must** wait for processing by central APO on or after July 1, 2019.

There is no anticipated freeze from the central budget office in early July, unlike previous years. Given that the June 28th deadline is firm, and Academic Personnel should be the only unit processing salary actions, any ad-hoc processing of salary actions by Shared Service Centers will have a significantly adverse effect on Staffing and the permanent budget.

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).

ACADEMIC MERITS, PROMOTIONS AND RETENTIONS

Senate Faculty merits, promotions and approved retention actions (announcements through June 21, 2019) with July 1, 2019 effective date will be prepared and entered into UCPath centrally via the Mass Update of PayPath Actions by the Academic Personnel Office (APO) on June 24, 2019. Your assistance in verifying the accuracy of the updated salaries will be requested by APO on Tuesday, **June 25, 2019,** after the merits, promotions and retentions have been centrally processed.

NOTE: **Salary actions for permanently budgeted positions effective July 1, 2019, 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 a July 1, 2019 effective date, 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 Update of PayPath Action templates for updates by Central APO 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

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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 21, 2019, that were included in the Mass Update of PayPath Actions.

New Hires & Separations: FP&A should be notified via email (Lorissa.Zavala@ucr.edu) of a new hire or separation that affects Staffing on June 27th or June 28th.

ASSISTANT PROFESSORS WITH JUNE 30, 2019 EXPECTED JOB END DATES
Assistant Professors with June 30, 2019 Expected Job End Dates will be extended to June 30, 2021, for approved actions and June 30, 2020, 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, 2019, will not require extensions.

ADDITIONAL COMPENSATION—SUMMER SALARY
Summer salary compensation may be entered into UCPath once the Summer Salary Guidelines have been distributed; guidelines were posted and distributed on May 8th. If the grant requires effort reporting/payroll certification or a specific job code is required for Summer Session 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/Administrative job as recurring additional compensation via PayPath. The total summer salary must not exceed three-ninths (3/9) for an academic year appointee. Summer Session 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 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

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governmental regulations. Current guidelines are located on the Academic Personnel web site under Local Compensation Policy and Guidelines.

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

Summer salary previously selected by members of CAP for their 2018-2019 service should be entered before July 12. 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 2019-2020, including sabbatical leaves, may <u>not</u> be entered or updated in UCPath until July 1, 2019. 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 21, 2019 (Fri)	• Cut-off date for Ladder Rank merits, promotions, and approved retentions effective July 1, 2019; all actions announced through June 21, 2019, will be updated <u>centrally</u> by the Academic Personnel Office on June 24 • Actions announced June 24 through July 17 will be updated <u>centrally</u> by the Academic Personnel Office before the July cutoff date; late actions announced on or after July 18 should be updated by the departments via a request through their SSC
June 24, 2019 (Mon)	• APO updates merits, promotions, retentions, (announced through 06/21) in UCPath via the Mass Updates of PayPath Actions • Assistant Professors with June 30, 2019 Expected Job End dates will be extended to June 30, 2021, for approved actions and June 30, 2020, for denied and pending actions, <u>centrally</u> by the Academic Personnel Office; this extension is not required for faculty separating from the University on June 30, 2019 • Deadline for entering advancement actions in UCPath

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June 25, 2019 (Tues)	ORGs/Departments verify the accuracy of the centrally processed merits, promotions and retention; FP&A Costing reports will be provided for the affected populations to assist with the verification.
June 26, 2019 (Wed)	Corrections from ORGs/Departments due to APO; corrections will not be incorporated in the costing reports and will be processed after July 5, 2019
June 26 – July 5, 2019 Transaction FREEZE	UCPC Freeze (for range adjustment) – no changes to the following: job codes, employee classifications, salary plan or pay components
June 27, 2019 (Thurs)	Deadline for Provision adds, changes, deletions ***Note:*** *Departments will not be able to access provisions until after July 17th*
June 28, 2019 (Fri)	• Firm deadline for Staffing snapshot; if Staffing is not balanced on June 28th, FP&A will debit the department's budget to cover any variance • Position funding will not be available while UCPath is processing the funding rollover task; this exercise is tentatively scheduled to begin COB June 28th
July 18, 2019 (Thurs)	Advancement actions announced between June 24 and July 17 will be updated centrally by APO.
July 18, 2019 (Thurs)	ORGs/Departments verify the accuracy of the centrally processed merits, promotions and retentions via the HR inquiry screen after notification from Central APO
July 22, 2019 and after	Actions announced on or after July 18 should be updated by the ORGs/Departments via a request through their SSC.
July 22, 2019 (Mon)	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 academicpersonnel@ucr.edu with Spring Letter in the subject line.

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