UC RIVERSIDE | Office of Academic Personnel

ACADEMIC MERITS & PROMOTIONS
AND OTHER SALARY RELATED ACTIONS

TO: Academic Departments, Business & Financial Services (BFS), Financial Planning and Analysis (FP&A), Academic Senate Office, Academic CFAOs, UCPath Campus Center Support (CSC) and Shared Services Centers

2019-2020 BUDGET & STAFFING PROCESS CHANGES

Future changes (if any) from the Office of the President are at this time unknown, this year, FP&A plans to exclude any permanent funding with an effective date of July 1st in the Staffing snapshot. At this time, salary actions with effective July 1, 2020 dates processed in June do not appear in the Budgeted Positions application until July 1. Assuming UCPath is available, Tuesday, June 30th is the drop deadline and the day the Staffing snapshot is taken, so please process corrections through BEA's, the FAU Change Module and Shared Service Centers accordingly.

This year, the UCPath Center will not be accepting change requests for Golden Tree Modifications made to Orgs, Divisions, or Departments beginning April 18th through June 5th. FP&A generally does not process any Golden Tree Modifications in June through late August; however, given the early impact of this freeze, FP&A will coordinate with Accounting in consideration of only necessary modifications to the Golden Trees. Please plan to balance accordingly with this notice.

There is no anticipated freeze from the central budget office in early July, unlike previous years. Given that the June 30th deadline is firm, any ad-hoc processing of salary actions with an effective date before July 1 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). For questions related to Golden Trees, please contact Christina Gidley (Christina.gidley@ucr.edu).

ACADEMIC MERITS, PROMOTIONS AND RETENTIONS

Senate Faculty merits, promotions and approved retention actions (announcements through June 19, 2020) with July 1, 2020 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 22, 2020. Your assistance in verifying the accuracy of the updated salaries will be requested by APO on Tuesday, **June 23, 2020,** after the merits, promotions and retentions have been centrally processed.

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 to UCPath Campus Support Center (CSC) ucpathcsc@ucr.edu.

Exceptional Late Salary Actions for Merits & Promotions: Costing reports for July 1st salary actions will be treated as new year business once central year end business is completed in mid-July. Corrections from departments will be incorporated in the mass Budget Entry Adjustment. Given that this is new year business, anticipate an Adjustment to the FY20-21 budget with a temporary and permanent BEA. Any adjustments required after the mass BEA is complete will need to be approved by FP&A via email (Lorissa.Zavala@ucr.edu) with a manual salary adjustment request.

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 25th or June 26th.

ASSISTANT PROFESSORS WITH JUNE 30, 2020 EXPECTED JOB END DATES

Assistant Professors with June 30, 2020 Expected Job End Dates will be extended to June 30, 2022, for approved actions and June 30, 2021, 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, 2020, will not require extensions.

ADDITIONAL COMPENSATION—SUMMER SALARY

Summer salary compensation may be entered into UCPath once the Summer Salary Guidelines have been distributed. 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."

Disclaimer: Timeline, processes and procedures are subject to change based on UCPath system and UCOP updates.

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 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 2019-2020 service will be confirmed by the Academic Senate Office after the CAP member completes their service in August 2020.Home departments should have received a copy of the letter to the CAP member in September. If you have any questions please contact Sarah Miller, in the Academic Senate office (ext. 2-5538 or sarah.miller@ucr.edu).

LEAVES

Academic leaves for AY 2020-2021, including sabbatical leaves, may be entered or updated in UCPath. Exceptional cases with an effective leave date before July 1, 2020 should be discussed with Financial Planning & Analysis (Lorissa.Zavala@ucr.edu), as these premature entries may have a negative effect on the staffing process.

SUMMARY OF IMPORTANT DATES

Date	Action
June 19, 2020 (Fri)	• Cut-off date for Ladder Rank merits, promotions, and approved retentions effective July 1, 2020; all actions announced through June 19, 2020, will be updated <u>centrally</u> by the Academic Personnel Office on June 22.
June 22, 2020 (Mon)	• APO updates merits, promotions, retentions, (announced through 06/19) in UCPath via the Mass Updates of PayPath Actions • Assistant Professors with June 30, 2020 Expected Job End dates will be extended to June 30, 2022, for approved actions and June 30, 2021, 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, 2020. • Deadline for entering advancement actions in UCPath.

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June 23, 2020 (Tues)	ORGs/Departments verify the accuracy of the centrally processed merits, promotions and retention retentions via the HR inquiry screen after notification from Central APO.
June 24, 2020 (Wed)	Corrections from ORGs/Departments due to APO
June 24 – July 6, 2020 Transaction FREEZE	UCPC Freeze (*if there is a range adjustment*) – no changes to the following: job codes, employee classifications, salary plan or pay components
June 30, 2020 (Tues)	• Firm deadline for Staffing snapshot; if Staffing is not balanced on June 30th, 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 26th
July 16, 2020 (Thurs)	Advancement actions announced between June 22 and July 16 will be updated centrally by APO.
July 16, 2020 (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 20, 2020(Mon)	Corrections from ORGs/Departments due to APO.
July 20, 2020 and after	Actions announced on or after July 17 should be updated by the ORGs/Departments via a request through their Shared Services Center.
July 21, 2020 (Tues)	Costing reports requested once the majority of salary actions have been processed by centrally by APO; costing reports may contain residual updates from SSC but will still be split between merits and ranges, and will exclude any central funding for retentions. Deadline announced from FP&A to follow; anticipate a two week deadline for corrections.

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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