In UCPath, several methods will be used to pay summer salary – which includes summer research, summer administrative service, and Summer Session teaching for academic appointees. This document describes the different methods and provides departments with criteria to decide how to transact summer salary actions in UCPath.

For this process to be successful:

- The academic appointee must secure summer employment for teaching, research, or service
- The academic appointee must communicate details of their summer employment to their AP Partner/AP Staff member prior to the month of service
- The AP Partner/AP Staff member must determine how to transact summer salary in UCPath, and consult with UCR's Academic Personnel Office (APO) for necessary guidance or approvals
- The Central Academic Personnel Office processes summer salary for all Faculty Administrator jobs only (all requests for Faculty Administrators summer salary transactions must be sent to Central APO)
- The Shared Service Centers (SSC) must process summer salary transactions for non-Faculty Administrator jobs quickly and accurately

There are three different ways to enter Summer Salary:

1. Add as additional compensation on an existing job
2. Add as base compensation on a new or concurrent job
3. Add as additional compensation on a new or concurrent job if an MOU requires a specific title for the summer teaching appointment or it is the only job

![UC RIVERSIDE Academic Personnel Office]

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1. Additional Compensation for AY employees, when payroll certification is not required

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Summer compensation should be established on the job where the additional compensation applies and paid via the PayPath module or as Additional Pay in the Self Service Transactions links module under the following conditions:

- On the primary professorial job when payroll certification *is not* required
- On the primary professorial job for Summer Session teaching
- Administrative ninths on the administrative job (i.e. department Chair receives a summer 1/9 for service) using Earn Code **DIF**

UCR Best Practice: Additional Compensation, when payroll certification is not required, should be paid as recurring Additional Pay in order for it to remain on the job for historical purposes, even if it is only for one month.

Step-by-Step Guidelines and Notes:
- The modules for Summer Compensation entry on Job can be accessed either through PayPath Actions or Self Service Transaction Links
- Summer Compensation can be entered in multiple transactions, one or more months at a time, as recurring Additional Pay
- Summer Compensation can also be entered in a single transaction by selecting "+" on Effective Date when using the same Earnings Code and/or selecting "+" on Earnings Code *(Alternate Method)*
  - WARNING: the entire transaction will be denied, if there is an issue with ANY part of the request
  - BEST Practice: enter summer compensation one month per transaction (July and August can be made in a single transaction if there are no changes to amount or Earn Code)

Steps	PayPath Actions	Self Service Transaction Links
1.	Enter EE's ID or name	Additional Pay
2.	Select appropriate job	Enter EE's ID or name
3.	Additional Pay Data tab	Select appropriate job
4.	Select Earnings Code: - ACA (admin) - ACR (research) - ACS (Summer-403) – used by Professorial or other primary job code - ASN (Summer-No 403) – used by Lecturer, Associate_In, TA and Visiting Professor series - DIF (admin) – used for part-time admin appts. and dept. chair appts.	Select Earnings Code: - ACA (admin) - ACR (research) - ACS (Summer-403) – used by Professorial or other primary job code - ASN (Summer-No 403) – used by Lecturer, Associate_In, TA and Visiting Professor series - DIF (admin) – used for part-time admin appts. and dept. chair appts.
5.	Effective Date (always 1st of month) - If July and August will be 100%, this can be entered in single line (07/01/19 – 08/31/19)	Effective Date (always 1st of month) - If July and August will be 100%, this can be entered in single line (07/01/19 – 08/31/19)
6.	End Date (always last day of the month)	End Date (always last day of the month)

7.	Reason: New Additional Pay	Reason: New Additional Pay
8.	Pay Period Amount: requested amount	Pay Period Amount: requested amount
9.	Goal Amount: LEAVE BLANK	Goal Amount: LEAVE BLANK
10.	Uncheck "Prorate Additional Pay"	Uncheck "Prorate Additional Pay"
11.	Applies to Pay Periods = First for monthly paid EE's	Applies to Pay Periods = First for monthly paid EE's
12.	Comments: i.e. $XX,XXX Summer Salary for <Month(s)>	Comments: i.e. $XX,XXX Summer Salary for <Month(s)>
13.	Submit	Submit

The screenshots below are set up for Research Summer Compensation entered in a single transaction for four months (June – September) (Alternate Method):

- Annual salary = $183,800; 1/12 rate = $15,316.67; 1/9 rate = $20,422.22; 0.5/9 = $10,211.11 (June & Sept)

Screenshot of 1/9 Administrative Summer Compensation for a Department Chair:

2. Additional Compensation for AY employees, when payroll certification <u>is</u> required

Summer compensation should be established on an additional job under the following conditions:
- When payroll certification *is* required
- The Summer appointment is the only job and wages must be reported for ACA purposes

Step-by-Step Guidelines and Notes:
1. Process a concurrent academic hire into the appropriate position
   a. Use AY-1/9 Researcher job code when payroll certification is required
   b. The <u>Position</u> should be established with an FTE of 1.0 and have the "Include FTE" box **unchecked**. This will allow the FTE on the <u>job</u> to be adjusted.

Primary Job Title	Professorial Job Code	Corresponding Researcher Job Code
Professor – AY	001100	003205
Associate Professor – AY	001200	003215
Assistant Professor – AY	001300	003225
Professor – AY – B/E/E	001143	001982
Associate Professor – AY – B/E/E	001243	001984
Assistant Professor – AY – B/E/E	001343	001986

2. Effective date should be the first month in which summer salary is requested (06/01/19, 07/01/19, 08/01/19 or 09/01/19)
3. On the Job Data tab, enter the position number; most of the fields will be automatically populated
4. FTE should correspond to the FTE requested for the first month of summer salary (for 2019, June has a max of 0.5263; July and August have a max of 1.0; and September has a max of 0.7368)
   a. If FTE does not correspond, it will need to be adjusted in PayPath after the concurrent hire is approved
   a. Maximum FTE per position is 1.0; if July and August will exceed 1.0, an additional concurrent hire into another Researcher position will be required for the additional percentage
5. Academic Duration of Appt = End Date (Academic Term Appts)
6. Enter the correct step to generate the UCANNL
7. Add the UCOFF1 to match the professorial salary, if applicable
   a. If participating in NSTP, be sure to add the UCGCYN rate as well
8. Compensation Frequency = UC_9M
9. Expected Job End date should be the end of the last month of summer salary (06/30/19, 07/31/19, 08/31/19 or 09/30/19)
10. Check "End Job Automatically" box
    a. If this is not done, you will need to go back and end the job at the end of summer employment else the employee will continue to be paid on this job until it has been terminated
11. On the Earnings Dist tab, Enter Job Earnings Distribution
    a. without NSTP:
        i. Earnings Distribution Type = By Percent
        ii. Aggregate Comp Rate is automatically populated based on FTE
        iii. Earnings Code = ACR

iv.   Percent of Distribution = 100
   b.   With NSTP:
      i.   Earnings Distribution Type = By Percent
      ii. Aggregate Comp Rate is automatically populated based on FTE
      iii. Earnings Code = ACR
      iv. Percent of Distribution = 100
12. Click on Addl Pay tab
   a.   Enter Initiator Comments
   b.   Click Save and Submit

Screenshots of Summer Compensation on Additional Job:

-   *Processing a concurrent hire for a request for summer salary from July 1 – September 30:*

Smart HR Transactions

Select a template and press Create Transaction.

Transaction Template	
Transaction Type Hire/Rehire	Effective Date 07/01/2019
Select Template UC_CONC_HIRE_AC	Academic Concurrent Hire/Inter Location Transfer Create Transaction
Transaction Type All	Refresh

Smart HR Transactions

Enter Transaction Details

The following transaction details are required.

Template Academic Concurrent Hire/Inter Location Transfer
Organizational Relationship Employee
*Employee ID 1000...
*Effective Date 07/01/2019
Action Hire
*Reason Code Academic Concurrent Hire
*Address Format United States

- *Adding Position Number for the concurrent job and filling in or updating open fields, no NSTP*

Smart HR Transactions

Enter Transaction Information

Click here to Hide Header Details

Template: UC_CONC_HIRE_AC   Name:
Effective Date: 07/01/2019   Action/Action Reason: HIR/CN1 (Academic Concurrent Hire)
Employee ID: 1000   Employee Record:

| Personal Data | Job Data | Earns Dist | Addl Pay |

Employee Information

Work Location - Position Data

*Position Number 40025791

Work Location - Job Fields

Business Unit RVCMP   Department D01055

Location Code P5508   Establishment ID UCR

Job Information - Job Code

Job Code 003205

Job Information - United States

FLSA Status Exempt ▼

Job Labor - Union Code

Union Code FX

Job Information - Reporting Information

Reports To Position 40007701
Number

Job Information - Employee Classification

Employee Classification 10   Classified/Unclassified Academic ▼
Ind

Job Information - Standard Hours

Standard Hours   40.000000   FTE   1.000000

UC Job Data

Academic Duration of End Date (Academic Term A ▼   Location Use End Date
Appt

Location Use Type ▼   Post Docs Anniversary
Date

Job - Salary Plan

Salary Administration T012   Salary Grade 1
Plan

Step 9

Job Compensation - Pay Components   Personalize | Find | View All | 🗗 | 🖩   First ◀ 1-2 of 2 ▶ Last

	Comp Rate Code	Compensation Rate	Compensation Frequency	Rate Code Source		
1	UCANNL	167200.000000	A	Salary Step	+	−
2	UCOFF1	16600.000000	A	Manual	+	−

Job Compensation - Payroll Currency and Frequency

*Compensation UC_9M
Frequency

Work Location - Expected Job End Date

Expected Job End Date 09/30/2019   ☑ End Job Automatically

component: Return to Enter Transaction Details Page

- *Adding Position Number for the concurrent job and filling in or updating open fields, including NSTP component:*

- *Updating Job Earnings Distribution (JED) on Earnings Distribution tab:*
  - o *Percent of Distribution must always equal 100%, even for partial ninths.*

Smart HR Transactions
Enter Transaction Information

Click here to Hide Header Details

Template:	UC_CONC_HIRE_AC	Name:	... Dee
Effective Date:	07/01/2019	Action/Action Reason:	HIR/CN1 (Academic Concurrent Hire)
Employee ID:	1000	Employee Record:	

| Personal Data | Job Data | Earns Dist | Addl Pay |

Employee Information

Job Earnings Distribution Type

Earnings Distribution Type: By Percent ▼   Aggregate Comp Rate 20422.220000

Job Earnings Distribution   Personalize | Find | View All | ⧉ | ▦   First ◁ 1 of 1 ▷ Last

	Earnings Code	Compensation Rate	Percent of Distribution		
1	ACR 🔍		100.000000	+	−

Return to Enter Transaction Details Page

| Save and Submit | Save for Later | Cancel | Supporting documents |

- *To submit the transaction, click Addl Pay tab, add comments then click "Save and Submit":*

Smart HR Transactions

Enter Transaction Information

Click here to Hide Header Details

Template: UC_CONC_HIRE_AC   Name:
Effective Date: 07/01/2019   Action/Action Reason: HIR/CN1 (Academic Concurrent Hire)
Employee ID: 1000   Employee Record:

| Personal Data | Job Data | Earns Dist | Addl Pay |

Employee Information

Additional Pay   Personalize | Find | View All | 🖼 | 📑   First ◁ 1 of 1 ▷ Last

	Effective Date	Earnings Code	Reason for Additional Pay	Earnings End Date	Add'l Pay Amount	Hou
1	📅	🔍	Not Specified ▾	📅	0	

Return to Enter Transaction Details Page

| Save and Submit | Save for Later | Cancel | Supporting documents |

Transaction ID: NEW

Initiator Comments: 1/9 Summer Salary for July and August|

If the employee will not be receiving the same percentage as the first month or is requesting additional months beyond the end date, you will need to make the change for the other months in PayPath:
1. Enter either the EE's name or ID
2. Be sure to select the correct job – Researcher 1/9
3. To extend the end date, if applicable, on the Job Data Tab
   a. Enter the effective date
   b. Action = DTA (Data Change)
   c. Action Reason = EXT (Add/Extend Appointment)
   d. Update Appointment End Date
   e. Be sure "End Job Automatically" box is checked
   f. Enter Job Data Comments (copy the comments to enter later)
4. On the Additional Pay Data tab
   a. Paste comments from previous screen in the Initiator's Comments box
   b. Click Save and Submit
Once this has been approved by AWE, you can make the other necessary changes
5. Enter either the EE's name or ID
6. Be sure to select the correct job – Researcher 1/9
7. On the Position Data tab
   a. Enter the effective date (07/01/19, 08/01/19 or 09/01/19)
   b. Position Change Reason = TIT (Temporary Increase in Time) OR TRT (Temporary Reduction in Time)
   c. Update FTE to correspond with the summer compensation requested

8. On the Job Data tab
   a. The effective date flows through from the change on Position
   b. The Comp Rate in the Earnings Distribution should now reflect the new rate which is still assigned to ACR with 100% distribution
   c. Enter Job Data Comments: i.e. 100% Summer Salary for July and August (copy the comments to enter later)
9. On the Additional Pay tab,
   a. Paste the comments from the previous screen in the Initiator's Comments box
   b. Click Save and Submit

Screenshot of Job Data tab before increase to FTE:

Salary Grade: 3		Step: 5		
FTE: 0.780000		Employee Class: 10	Academic: Non Faculty	
Appointment End Date: 09/30/2019		End Job Automatically: ☑		

Earnings Distribution Type: By Percent   Comp Rate: 8,164.000000   Standard Hours: 31.20   Pay Frequency: UC_9M   UC 1/9th Rate

Pay Components   Personalize | Find | 🔲 | 📷   First ◀ 1-2 of 2 ▶ Last

Rate Code	Comp Rate	Compensation Frequency	
1 UCANNL	78,000.000000	Annual	➕
2 UCOFF1	16,200.000000	Annual	➕ ➖

Earnings Distribution   Personalize | Find | 🔲 | 📷   First ◀ 1 of 1 ▶ Last

Earnings Code		Comp Rate	Distribution %
1 ACR	Additional Comp-Research	8,164.000000	100.000

Screenshot of Job Data tab after increase to FTE:

Salary Grade: 3		Step: 5		
FTE: 1.000000		Employee Class: 10	Academic: Non Faculty	
Appointment End Date: 09/30/2019		End Job Automatically: ☑		

Earnings Distribution Type: By Percent   Comp Rate: 10,466.666667   Standard Hours: 40.00   Pay Frequency: UC_9M   UC 1/9th Rate

Pay Components   Personalize | Find | 🔲 | 📷   First ◀ 1-2 of 2 ▶ Last

Rate Code	Comp Rate	Compensation Frequency	
1 UCANNL	78,000.000000	Annual	➕
2 UCOFF1	16,200.000000	Annual	➕ ➖

Earnings Distribution   Personalize | Find | 🔲 | 📷   First ◀ 1 of 1 ▶ Last

Earnings Code		Comp Rate	Distribution %
1 ACR	Additional Comp-Research	10,466.666667	100.000

3. Additional Compensation on a New or Concurrent Job

Summer compensation should be paid as additional compensation on a new or concurrent job under the following conditions:
- If an MOU requires a specific title for the summer teaching appointment
- It is the employee's only job not subject to ACA reporting

Step-by-Step Guidelines and Notes:
1. Process a concurrent academic hire into the appropriate position under job codes 001550 (Lecturer), 001501 (Associate_In), 002310 (Teaching Assistant), or the appropriate level of the Visiting Professor series job codes
2. No base compensation should be established on the new or concurrent job; do not use UCWOS
3. Recurring additional compensation can be established through a subsequent Additional Compensation transaction once the onboarding transaction has been finalized by UCPC.
   a. Even if the employee will be paid for only one month, enter it as recurring additional pay (that is paid out one time)
4. Follow the same instructions as listed on page 1 of this document