

100% Faculty Administrators and Underlying Professorial Appointments

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100% Faculty Administrators

Policy and System Requirements:

Per APM 246-4, faculty members appointed as 100% administrators must maintain an underlying faculty appointment. To ensure this is handled correctly in UCPath:

- **Status:** The professorial record must be set to **Reserve/Faculty Abeyance** with a **Short Work Break (SWB)** payroll status.
- **FTE:** The record's FTE should reflect 100%, not 0%.
- **Salary Maintenance:** The record must maintain the current rank and step through system-wide adjustments or approved merits/advancements.

Current Budget Reporting Issues

A technical discrepancy has been identified in the UCPath Budget Distribution Page:

- **Data Inaccuracy:** If a record is processed with **0% FTE** while on SWB, the system fails to populate the current annual salary, requiring a manual update to ensure budget accuracy.
- **The Fix:** Processing the record with **100% FTE** while on SWB allows the Budget Distribution Page to automatically pull the salary accurately.
- **Compliance Gap:** Some faculty records are currently missing the required Reserve/Faculty Abeyance SWB status entirely.

Action Plan

The Academic Personnel Office (APO) is initiating a cleanup and standardization process.

Required Corrections

- FTE%: Ensure records with 0% reflect 100%
- Plan Alignment: Ensure the Salary Admin Plan aligns with the current rank/step (do not use BYA).
- Status: The professorial record must be set to Reserve/Faculty Abeyance with a Short Work Break (SWB) payroll status.
- Return Dates: Maintain the record to align with the faculty member's expected return to their professorial duties.



Next Steps

Action	Responsibility
Review Reports	<ul style="list-style-type: none">• APO and College/School AP Director will review records requiring correction• CSC will provide report(s) to assist with auditing correction updates
Process Updates	<ul style="list-style-type: none">• Shared Services Centers will process UCPath corrections
Future Hires	<ul style="list-style-type: none">• All, ensure all new 100% Faculty Administrators have the correct underlying position and SWB status established immediately

Resources & Support

For step-by-step instructions on processing these changes, please refer to the UCPATH Job Aids for:

- Initiating Short Work Break PayPath Transactions
- Returning from Short Work Break PayPath Transactions

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