

**The Use of By Agreement Payment (BYA) DOS Codes
For Academic Personnel Activities**

Purpose: The purpose of this policy is to ensure more accurate payroll designation and avoid the over-use of DOS “Description of Service Code” Code BYA “By Agreement Payment” in the Payroll/ Personnel System (PPS). DOS Codes establish how an employee is paid. BYA is not an appointment type and can only be used in conjunction with the specified title series and activity.

- Table 1 “BYA DOS Code Activities by Title Series” establishes the title code and activity combinations are properly coded DOS Code BYA.
- Table 2 “DOS Code Designations for Selected Academic Activities by Title Series (formerly DOS Code BYA)” establishes the title code and activity combinations that are no longer designated as DOS Code BYA and shows the correct DOS Code to use.
- Covered Compensation is discussed at the end of this document.

Effective Date: Effective July 1, 2008, DOS codes for academic activities should be applied as listed in the tables below. The August 2009 revision added title series, activities and clarifying language. The January 2010 revision added Additional/Overload Teaching to BYA DOS Code Activities and made minor formatting changes.

Table 1. BYA DOS Code Activities by Title Series

| Title Series | Activity | DOS Code |
|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------|----------|
| Professor Series (Assistant/Associate/Full) | Awards (not considered covered compensation) | BYA |
| Professor Series (Assistant/Associate/Full) | Salary Supplementation (with Title Code 3998) ¹ | BYA |
| Professor Series (Assistant/Associate/Full) | Allowances (not considered covered compensation) | BYA |
| Professor Series | Summer Sessions Instructor of Record/TA supervision | BYA |
| Academic Coordinator Series | Awards (not considered covered compensation) | BYA |
| Agronomist Series | Awards (not considered covered compensation) | BYA |
| Lecturers & Sr. Lecturers with Security of Employment (SOE) or Potential Security of Emp. (PSOE) | Awards or Allowances (not considered covered compensation) | BYA |
| Lecturer, part-time miscellaneous | One-time Payments | BYA |
| Postdoctoral Scholars | Awards (not considered covered compensation) | BYA |
| Professional Researcher Series | Awards (not considered covered compensation) | BYA |
| Project Scientist Series | Awards (not considered covered compensation) | BYA |
| Specialist Series | Awards (not considered covered compensation) | BYA |
| Specialists in the Cooperative Extension Series | Awards (not considered covered compensation) | BYA |
| Academic Administrator Series | Awards (not considered covered compensation) | BYA |
| Graduate Students | Incidental Payments | BYA |
| Volunteer Series | All Activities | TBD |

The activities shown in the next table should no longer be classified as DOS Code BYA. Please use the DOS code indicated for the appropriate title and activity combination.

¹ Restrictions apply. Please refer to the campus NIH Salary Cap policy found on the Academic Personnel Website under Salary Issues.

**Table 2. DOS Code Designations for Selected Academic Activities
by Title Series (formerly DOS Code BYA)**

| Title Series | Activity | DOS Code |
|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Academic Administrator Series | Awards (covered compensation) | STP ² |
| Academic Administrator Series | Recall Administrative Services | REG |
| Academic Coordinator Series | Awards (covered compensation) | STP ² |
| Academic Coordinator Series | Recall Administrative Services | REG |
| Adjunct Professor Series | Honoraria | HON |
| Adjunct Professor Series | One-time Payments | STP |
| Adjunct Professor Series | Teaching Stipends | STP |
| Agronomist Series | Awards (covered compensation) | STP ² |
| Agronomist Series | Recall Services | REG |
| Agronomist Series | Honoraria | HON |
| Agronomist Series | One-time Payments | STP |
| Agronomist Series | Teaching Stipends | STP |
| Clinical Professors Series | Honoraria | HON |
| Clinical Professors Series | One-time Payments | STP |
| Clinical Professors Series | Teaching Stipends | STP |
| Clinical Professors Volunteer Series | Honoraria | HON |
| Clinical Professors Volunteer Series | One-time Payments | STP |
| Health Sciences Clinical Professor Series | Honoraria | HON |
| Health Sciences Clinical Professor Series | One-time Payments | STP |
| Health Sciences Clinical Professor Series | Teaching Stipends | STP |
| Lecturer and Supervisor of Teacher Education (Unit 18), pre-6 and continuing appointment. | Grading or Norming of Placement Exams (not covered by course or equivalency IWC) | HON |
| Lecturer and Supervisor of Teacher Education (Unit 18), pre-6 and continuing appointment. | Honoraria | HON |
| Lecturer and Supervisor of Teacher Education (Unit 18), pre-6 and continuing appointment. | Lecturer Services outside their appointment department (for example, editing technical papers for non-native English speaking faculty.) | HON |
| Lecturer, pre-6 and continuing appointment. | One-time Payments | HON |
| Lecturer, pre-6 and continuing appointment. | Payments for discrete, time-limited services ³ (not covered by course or equivalency IWC) | HON |
| Lecturer, pre-6 and continuing appointment. | Performances (for example dance, music, art performances at non-departmental events). | HON |
| Lecturer, pre-6 and continuing appointment. | Stipends (not covered compensation) | HON |
| Lecturers & Sr. Lecturers with Security of Employment (SOE) or Potential Security of Emp. (PSOE) | Awards (covered compensation) | STP ² |
| Lecturers & Sr. Lecturers with Security of Employment (SOE) or Potential Security of Emp. (PSOE) | Honoraria (for Professors from other UC campuses or non-UC campuses only). | HON |
| Professional Researcher Series | Awards (covered compensation) | STP ² |
| Professional Researcher Series | Recall Research | REG |
| Professor Series (Assistant/Associate/Full) | Additional/Overload Teaching during regular AY (not Summer Sessions Teaching), (not considered covered compensation) | OLS |

Table continues on next page.

| Title Series | Activity | DOS Code |
|-------------------------------------------------|----------------------------------------------------------------------------|------------------|
| Professor Series | Awards (covered compensation) | STP ² |
| Professor Series | Honoraria (for Professors from other UC campuses or non-UC campuses only). | HON |
| Professor/Associate Professor Emeritus/Emerita | Recall Administrative Services | REG |
| Professor/Associate Professor Emeritus/Emerita | Recall Research | REG |
| Professor/Associate Professor Emeritus/Emerita | Recall Teaching | REG |
| Postdoctoral Scholars | One-time Payments | HON |
| Project Scientist Series | Awards (covered compensation) | STP ² |
| Specialist Series | Awards (covered compensation) | STP ² |
| Specialists in the Cooperative Extension Series | Awards (covered compensation) | STP ² |
| Specialists in the Cooperative Extension Series | Recall, All Activities | REG |
| Visiting Professor Series | All Activities | REG |
| Visiting Researcher Series | All Activities | REG |

² Requires special distribution line in PPS. Contact Payroll or Academic Personnel for detailed instruction.

³ Please review UC-AFT MOU Appendix H for correct application.

Covered Compensation

Generally speaking covered compensation includes regular salary, including off-scale salary and stipends. Examples of pay that is **not** defined as covered compensation are summer ninths, one-time cash awards, and summer session teaching compensation.

The following definition of covered compensation appears on page 25 of the UCRP handbook:

Covered Compensation The gross monthly pay that an active employee receives for a regular and normal appointment, including pay while on sabbatical or other approved leave of absence with pay. **Does NOT include:**

- pay for overtime unless in the form of compensatory time off;
- pay for correspondence courses, summer session, intersession and for inter-quarter or vacation periods or University extension courses, unless such employment constitutes part of an annual or indefinite appointment;
- pay for a position that is not normally full time except if paid on a salary or hourly rate basis;
- pay that exceeds the full-time rate for the regular, normal position to which the member is appointed;
- pay that exceeds the base salary as negotiated under the General Health Sciences Compensation Plan or Medical School Clinical Compensation Plan;
- pay that exceeds the established base pay rates, including nonelective deferred compensation, honoraria and consulting fees;
- payments received as uniform allowance, unless included as part of compensation for a regular and normal appointment;
- pay that exceeds the IRC §401(a)(17) dollar limit. For Plan year 2008–2009, the earnings limit is \$230,000. (For those who were active members before July 1, 1994, the earnings limit for Plan year 2008–2009 is \$345,000.); and payments received as housing allowance beginning with January 1994 earnings.

- Covered compensation does not include pay from sources other than the University of California.

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