

# Academic Compensation

HIGHLANDER ORIENTATION SERIES SESSION 6

MAY 15, 2024

1:00 P.M.- 3:00 P.M.

Sonia Kalogonis

Academic Personnel Policy & Compensation Analyst

# INTRODUCTIONS

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APO Attendees

All Attendees



- Full Name
- Department/School/College

# AGENDA TOPICS

Introduction 1:00-1:05

Compensation- Pay Components 1:05-1:15

Additional Compensation 1:30-1:40

AY and FY Period vs. Pay Period 1:15-1:30

Negotiated Salary Trial Program (NSTP) 1:40-2:00

UCPath Navigation Tips 2:00-2:10

Questions 2:10-2:30



# COMPENSATION- PAY COMPONENTS

- Academic Salary Scales are established by UCOP. A salary scale includes the **rank** (title series), **steps** within each rank, and outlines the **normal period of service** (Years at Step) at each step.
- Compensation for faculty members in the Professorial series or equivalent ranks (e.g. Professorial Research Series) at all UC campuses are paid on academic-year (nine-month) and fiscal-year (twelve month) salary scales structure.

**TABLE 1  
FACULTY--LADDER RANKS--PROFESSOR SERIES  
ACADEMIC YEAR  
SALARY SCALE**

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Rank	Step	Years at Step	10/1/2022 Annual	10/1/2022 Monthly	10/1/2023 Annual	10/1/2023 Monthly	Salary Plan, Grade
Instructor	N/A	N/A	\$61,000	\$5,083.33	\$64,500	\$5,375.00	T001, Grade 4
Assistant Professor	1	2	\$70,900	\$5,908.33	\$74,600	\$6,216.67	T001, Grade 3
	2	2	\$75,100	\$6,258.33	\$78,700	\$6,558.33	T001, Grade 3
	3	2	\$79,400	\$6,616.67	\$83,100	\$6,925.00	T001, Grade 3
	4	2	\$83,800	\$6,983.33	\$87,700	\$7,308.33	T001, Grade 3
	5	2	\$88,200	\$7,350.00	\$92,400	\$7,700.00	T001, Grade 3
	6	2	\$92,800	\$7,733.33	\$97,200	\$8,100.00	T001, Grade 3
Associate Professor	1	2	\$88,300	\$7,358.33	\$92,500	\$7,708.33	T001, Grade 2
	2	2	\$92,900	\$7,741.67	\$97,300	\$8,108.33	T001, Grade 2
	3	2	\$97,700	\$8,141.67	\$102,400	\$8,533.33	T001, Grade 2
	4	3	\$103,400	\$8,616.67	\$108,200	\$9,016.67	T001, Grade 2
	5	3	\$111,400	\$9,283.33	\$116,600	\$9,716.67	T001, Grade 2
Professor	1	3	\$103,500	\$8,625.00	\$108,300	\$9,025.00	T001, Grade 1
	2	3	\$111,500	\$9,291.67	\$116,700	\$9,725.00	T001, Grade 1
	3	3	\$120,200	\$10,016.67	\$125,800	\$10,483.33	T001, Grade 1
	4	3	\$129,200	\$10,766.67	\$135,300	\$11,275.00	T001, Grade 1
	5	N/A	\$138,900	\$11,575.00	\$145,400	\$12,116.67	T001, Grade 1
	6	N/A	\$149,300	\$12,441.67	\$156,200	\$13,016.67	T001, Grade 1
	7	N/A	\$160,800	\$13,400.00	\$168,200	\$14,016.67	T001, Grade 1
	8	N/A	\$173,800	\$14,483.33	\$181,800	\$15,150.00	T001, Grade 1
	9	N/A	\$188,400	\$15,700.00	\$197,100	\$16,425.00	T001, Grade 1

NOTES:  
 1) Salary Plan, Grade is for use in UCPath only.  
 2) Service at Professor Step 5 and above may be of indefinite duration.  
 3) The Acting Professorial titles, Adjunct Professor Series, Professor in Residence Series, Curator Series, the Agronomist in the Agricultural Experiment Station Series, and the RES-LR-SCL-AY title code series are also paid on the Academic-Year Faculty Ladder Ranks salary scale.  
 4) For faculty on the minimum scale, please see Table 1M.

## Policy/Program References:

- [APM 600 General Salary Administration](#)
- [System-Wide Salary Scales](#)
- [Off-Scale Salaries for Appointees and Merit/Promotion/Retention Actions](#)
- [General University Policy Regarding Academic Appointees: APM-110-Academic Personnel Definitions](#)
- [APM 670 Health Sciences Compensation Plan](#)
- [School of Medicine Faculty Handbook](#)

# COMPENSATION- PAY COMPONENTS

Salary on the scale is referred to as base salary. Total salary = base salary + off-scale = total salary

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FACULTY--LADDER RANKS--PROFESSOR SERIES  
ACADEMIC YEAR  
SALARY SCALE

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- 1) Salary Plan, Grade is for use in UCPath only.
- 2) Service at Professor Step 5 and above may be of indefinite duration.
- 3) The Acting Professorial titles, Adjunct Professor Series, Professor in Residence Series, Curator Series, the Agronomist in the Agricultural Experiment Station Series, and the RES-LR-SCL-AY title code series are also paid on the Academic-Year Faculty Ladder Ranks salary scale.
- 4) For faculty on the minimum scale, please see Table 1M.

- The salary at a certain rank and step is designated as **off-scale (O/S)** if the salary is higher than the published salary designated rank and step for the relevant title series.

**O/S Example:** Associate Professor Appointed, Step 4, Total Salary \$120,000 (**base salary** \$108,200+ off-scale \$11,800)

- The salary is beyond the highest step on the scale in a series is considered above scale. In the Professor series, the highest step is Step 9, so the next advancement would be to Professor, **above- scale (A/S)**.

**A/S Example:** Professor currently at Step 9 and has advanced to **above- scale**, Total Salary \$205,000

**Policy/Program References:**

- [APM 600 General Salary Administration](#)
- [System-Wide Salary Scales](#)
- [Off-Scale Salaries for Appointees and Merit/Promotion/Retention Actions](#)
- [General University Policy Regarding Academic Appointees: APM-110-Academic Personnel Definitions](#)
- [APM 670 Health Sciences Compensation Plan](#)
- [School of Medicine Faculty Handbook](#)



# COMPENSATION- HEALTH SCIENCES PAY COMPONENTS

HSCP salary on scale 0 is referred to as the base (X). The salary on the differential scales (Scale 1-9) are referred to as X-Prime (X'). base (X) + X-Prime (X') = base salary

TABLE 5 - SUMMARY OF DIFFERENTIALS  
FACULTY--LADDER RANKS--PROFESSOR SERIES  
HEALTH SCIENCES COMPENSATION PLAN  
10/1/2023 SALARY SCALE

Rank	Step	Scale 0 x 1.00	Scale 1 x 1.10 Diff	Scale 2 x 1.20 Diff	Scale 3 x 1.30 Diff	Scale 4 x 1.40 Diff	Scale 5 x 1.50 Diff	Scale 6 x 1.65 Diff	Scale 7 x 1.80 Diff	Scale 8 x 2.00 Diff	Scale 9 x 2.25 Diff
Instructor	N/A	\$74,800	\$7,500	\$15,000	\$22,500	\$30,000	\$37,400	\$48,700	\$59,900	\$74,800	\$93,500
Assistant Professor	1	\$86,500	\$8,700	\$17,300	\$26,000	\$34,600	\$43,300	\$56,300	\$69,200	\$86,500	\$108,200
	2	\$91,300	\$9,200	\$18,300	\$27,400	\$36,600	\$45,700	\$59,400	\$73,100	\$91,300	\$114,200
	3	\$96,400	\$9,700	\$19,300	\$29,000	\$38,600	\$48,200	\$62,700	\$77,200	\$96,400	\$120,500
	4	\$101,700	\$10,200	\$20,400	\$30,600	\$40,700	\$50,900	\$66,200	\$81,400	\$101,700	\$127,200
	5	\$107,200	\$10,800	\$21,500	\$32,200	\$43,000	\$53,700	\$69,800	\$85,900	\$107,300	\$134,200
	6	\$112,800	\$11,300	\$22,600	\$33,900	\$45,200	\$56,500	\$73,400	\$90,400	\$112,900	\$141,200
Associate Professor	1	\$107,300	\$10,800	\$21,500	\$32,200	\$43,000	\$53,700	\$69,800	\$85,900	\$107,300	\$134,200
	2	\$112,900	\$11,300	\$22,600	\$33,900	\$45,200	\$56,500	\$73,400	\$90,400	\$112,900	\$141,200
	3	\$118,900	\$11,900	\$23,800	\$35,700	\$47,600	\$59,500	\$77,300	\$95,200	\$118,900	\$148,700
	4	\$125,600	\$12,600	\$25,200	\$37,800	\$50,300	\$62,900	\$81,800	\$100,600	\$125,700	\$157,200
	5	\$135,300	\$13,600	\$27,100	\$40,700	\$54,200	\$67,700	\$88,100	\$108,400	\$135,400	\$169,300
Professor	1	\$125,700	\$12,600	\$25,200	\$37,800	\$50,300	\$62,900	\$81,800	\$100,600	\$125,700	\$157,200
	2	\$135,400	\$13,600	\$27,100	\$40,700	\$54,200	\$67,700	\$88,100	\$108,400	\$135,400	\$169,300
	3	\$145,900	\$14,600	\$29,200	\$43,800	\$58,400	\$73,000	\$94,900	\$116,800	\$145,900	\$182,400
	4	\$156,900	\$15,700	\$31,400	\$47,100	\$62,800	\$78,500	\$102,000	\$125,600	\$156,900	\$196,200
	5	\$168,700	\$16,900	\$33,800	\$50,700	\$67,500	\$84,400	\$109,700	\$135,000	\$168,700	\$210,900
	6	\$181,200	\$18,200	\$36,300	\$54,400	\$72,500	\$90,600	\$117,800	\$145,000	\$181,200	\$226,500
	7	\$195,100	\$19,600	\$39,100	\$58,600	\$78,100	\$97,600	\$126,900	\$156,100	\$195,100	\$243,900
	8	\$210,900	\$21,100	\$42,200	\$63,300	\$84,400	\$105,500	\$137,100	\$168,800	\$210,900	\$263,700
	9	\$228,600	\$22,900	\$45,800	\$68,600	\$91,500	\$114,300	\$148,600	\$182,900	\$228,600	\$285,800
Salary Plan		APU0	APU1	APU2	APU3	APU4	APU5	APU6	APU7	APU8	APU9

NOTES:

- 1) Salary Plan is for use in UCPath only. Differentials align with comp rate code UCHSP.
- 2) Scale 0 is the same as the Faculty--Ladder Ranks--Professor Series-Fiscal Year Scale.

Faculty in the School of Medicine are members of Health Sciences Compensation Plan (HSCP) which consists of a base salary (X) and X-Prime (X') and is associated with a faculty's member's academic rank, step and assigned Academic Programmatic Unit (APU). The differential between X (Scale 0) and the faculty's member's rank and step on the HSCP salary scale assigned to the faculty's APU is designated X-prime (X').

**HSCP Example:** Associate Professor Appointed, Step 2 and APU 2. **Base Salary** \$135,500 consists of base(X) \$112,900 + X-Prime (X') \$22,600

HSCP members may have an off-scale pay component if the salary is higher than the published salary designated rank and step for the relevant title series.

HSCP members in the Professor series currently at Step 9 may advance to Professor above-scale.

**Policy/Program References:**

- [APM 600 General Salary Administration](#)
- [System-Wide Salary Scales](#)
- [Off-Scale Salaries for Appointees and Merit/Promotion/Retention Actions](#)
- [General University Policy Regarding Academic Appointees: APM-110-Academic Personnel Definitions](#)
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# COMPENSATION- PAY COMPONENTS

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When will my salary generally increase?



- General Scale increase (base salary)- [APM-610](#) generally effective 7/1 or 10/1
  - Prior Academic Salary Programs in the past have included increases to both the O/S and A/S pay components
- Merit increase [APM-610-9](#) effective 7/1
- Promotion effective 7/1
  - Based on academic attainment and performance; are not automatic



For academic appointees covered by a bargaining unit contract, eligibility for additional compensation is determined by the terms of the collective bargaining agreement (CBA).

# ADDITIONAL COMPENSATION

## General Additional Compensation Sources for Academic Appointees

Type of Service	Service Period	Compensation & Limits	Service and Payment Example	Reference Links
<ul style="list-style-type: none"> <li>• Summer Research</li> <li>• Teaching</li> <li>• Administrative Service</li> </ul>	Summer Months	<p>Summer Salary:</p> <ul style="list-style-type: none"> <li>• 3/9ths of Total Annual Salary for Academic Year appointees</li> <li>• 1/12<sup>th</sup> of Total Annual Salary for the fiscal year for FY appointees (must also forfeit vacation hours)</li> <li>• Per fund source restrictions/agency maximum cap limits (NIH, NSF, etc)</li> </ul>	<p>Summer Salary for Research during the summer months (July-September)</p> <p>Total Annual Salary \$120,000 (includes o/s)</p> <p>Calculation for Summer Total 3/9ths Maximum</p> <ul style="list-style-type: none"> <li>• <math>\\$120,000/9 = \\$13,333.33</math> 1/9th</li> <li>• <math>\\$13,333.33 * 3/9ths = \\$40,000</math></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">APM 600-14 Additional Compensation Summer Salary Guidelines</a></li> <li>• <a href="#">Additional Compensation Guidelines for Academic Employees</a></li> <li>• <a href="#">Guidelines on National Institutes of Health (NIH) Salary Cap</a></li> </ul>
UC Faculty Consulting	Academic Year/Fiscal Year	<p>Daily rate calculation:</p> <ul style="list-style-type: none"> <li>• AY total nine-month salary ÷ 171</li> <li>• FY total annual salary ÷ 236</li> </ul>	Faculty providing services for projects not normally engaged with and compensation is permissible per contract or grant agreement.	<ul style="list-style-type: none"> <li>• <a href="#">APM 664 Additional Compensation: Services as Faculty Consultant</a></li> </ul>
Honoraria	Academic Year/Fiscal Year	<p>Amount is negotiated but must not exceed amounts stipulated by UCOP and total annual honoraria can't exceed 10 percent of annual base salary.</p> <p>Compensation may not be issued with State funds.</p>	<p>Occasional lecturer or public appearance beyond normal academic responsibilities (e.g. Key note speaker at UCLA hosted conference).</p> <p>Typically, this is reserved for service performed outside of the home campus managed by a multi-location agreement. However, service for university sponsored conferences, panels or creative works may be issued honoraria at the location where they normally serve.</p>	<ul style="list-style-type: none"> <li>• <a href="#">APM 666 Additional Compensation: Honoraria</a></li> <li>• <a href="#">Inter-location One Time Payments &amp; Multi-Location Appointments Guidelines for Academic Appointees</a></li> </ul>
Administrative Role	Academic Year/Fiscal Year	Administrative Stipend amount varies by discipline	Dept Chair appointment with an annual administrative stipend \$15,000	<ul style="list-style-type: none"> <li>• <a href="#">APM 633 Administrative Stipends</a></li> <li>• <a href="#">Faculty Administrative Appointments</a></li> </ul>
HSCP SOM Negotiated Pay Components: Negotiated additional compensation (Y) Incentive/Bonus compensation (Z)	Fiscal Year	Amount is negotiated per SOM academic affairs guidelines and per fund source restrictions	(Y) Additional compensation for the fiscal year is \$15,000.	<ul style="list-style-type: none"> <li>• <a href="#">APM 670 Health Sciences Compensation Plan</a></li> </ul>





# Academic Year (AY) vs. Pay Period

## Academic Year Pay Periods (Three Quarters)

Academic appointees who have academic-year appointments (9/12 month) are required to serve for nine (9) months from the beginning of the fall quarter through the end of the spring quarter. They are normally paid over twelve (12) months; their pay for nine (9) months of service is distributed over twelve (12) months. Consequently, the months in which they receive payment do not correspond to their service periods. The pay periods for academic-year appointees paid on a 12-month basis are as follows:

AY Service Period	Service Period Work (Quarter Begins and Quarter End Dates per Academic Calendar)	Paycheck Date	For Pay Period
<b>Fall Quarter 2023</b>	September 25, 2023 through December, 15, 2023	8/1/23	07/01/23-07/31/23
		9/1/23	08/01/23-08/30/23
		10/1/23	09/01/23-09/30/23
		11/1/23	10/01/23-10/31/23
<b>Winter Quarter 2024</b>	January 03, 2024 through March 22, 2024	12/01/23	11/01/23-11/30/23
		1/03/24	12/01/23-12/31/23
		2/01/24	01/01/24-1/31/24
		3/01/24	02/01/24-02/28/24
<b>Spring Quarter 2024</b>	March 27, 2024 through June 14, 2024	4/1/24	03/01/24-03/30/24
		5/01/24	04/01/24-04/30/24
		6/01/24	05/01/24-05/31/24
		7/1/24	06/01/24-06/30/24

**Policy/Program References:**

- [APM 600-20](#)
- [Service Periods Vs. Pay Periods](#)

### Compensation In Advance

In effect, you are paid in advance for your service to the campus during the Fall, Winter and Spring Quarters. **This discrepancy between service period and pay period can lead to problems when an employee paid on an academic-year basis (9/12) resigns mid quarter, at the end of the quarter or goes on a leave without pay for part of the academic-year.** Pay must correspond to the portion of the quarter or the portion of the year that is actually worked

# Academic Year (AY) vs. Pay Period

**Example:** A faculty member who resigns effective the end of the fall quarter would be entitled to paychecks on August 1, September 1, October 1 and November 1, *but not* December 1 or thereafter. In the event the December 1 or later check is received or benefits are used during a non-covered period, funds must be reimbursed to the University. Faculty leaving during the course of a quarter are paid an amount that is prorated through the portion (the number of days) of the quarter worked.

Employees should contact the UCR Benefits Office at [benefits@ucr.edu](mailto:benefits@ucr.edu), as early as possible, to determine what effect leave or resignation will have on their health and welfare and retirement benefits. For example, there may be a need for COBRA extended coverage to continue in a health plan (health coverage required by California law).

AY Service Period	Service Period Work (Quarter Begins and Quarter End Dates per Academic Calendar)	Paycheck Date	For Pay Period
<b>Fall Quarter 2023</b>	September 25, 2023 through December 15, 2023	8/1/23	07/01/23-07/31/23
		9/1/23	08/01/23-08/30/23
		10/1/23	09/01/23-09/30/23
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<b>Winter Quarter 2024</b>	January 03, 2024 through March 22, 2024	12/01/23	11/01/23-11/30/23
		1/03/24	12/01/23-12/31/23
		2/01/24	01/01/24-1/31/24
		3/01/24	02/01/24-02/28/24
<b>Spring Quarter 2024</b>	March 27, 2024 through June 14, 2024	4/1/24	03/01/24-03/30/24
		5/01/24	04/01/24-04/30/24
		6/01/24	05/01/24-05/31/24
		7/1/24	06/01/24-06/30/24

- Policy/Program References:**
- [APM 600-20](#)
  - [Service Periods Vs. Pay Periods](#)

*It's best to provide advance notice to the department for a resignation/leave of absence situation to avoid an overpayment or lapse in benefits situation.*

# Fiscal Year (FY) vs. Pay Period

## Fiscal Year Pay Periods

Academic appointees who have fiscal year appointments (12/12 month) are required to serve for 12 months from July 1 through June 30 (12 months) as opposed to the academic year (nine months). Consequently, the months in which they receive payment **do** correspond to their service periods. The pay periods for fiscal-year appointees paid on a 12-month basis are as follows:

Service Period Work	Paycheck Date	For Pay Period
<b>July 2023-October 2023</b>	8/1/23	07/01/23-07/31/23
	9/1/23	08/01/23-08/30/23
	10/1/23	09/01/23-09/30/23
	11/1/23	10/01/23-10/31/23
<b>November 2023-February 2024</b>	12/01/23	11/01/23-11/30/23
	1/04/24	12/01/23-12/31/23
	2/01/24	01/01/24-1/31/24
	3/01/24	02/01/24-02/28/24
<b>March 2024-June 2024</b>	4/1/24	03/01/24-03/30/24
	5/01/24	04/01/24-04/30/24
	6/01/24	05/01/24-05/31/24
	7/1/24	06/01/24-06/30/24

**Policy/Program Reference:**

- [APM 600-20](#)

# Negotiated Salary Trial Program (NSTP)

## Overview of Policies and Procedures

What is Negotiated Salary Trial Program (NSTP)?	Who is eligible to Participate?	What external funds can be used for the negotiated component?	How does the funding work?
<ul style="list-style-type: none"> <li>Negotiated Salary Trial Program (NSTP) allows eligible ladder rank faculty to utilize external sources to increase their total compensation up to 30%.</li> <li>Participating faculty is required to generate the additional negotiated income.</li> <li>UCOP issued basic policy procedures and the program began as a Pilot Program at UCR FY18-19 and will continue through FY24-25 until it becomes institutionalized as an APM policy.</li> </ul>	<ul style="list-style-type: none"> <li>UCR ladder-rank, in-residence faculty and Professors of Teaching in non-HSCP units who hold at least 50% appointments</li> <li>The following faculty are not eligible to participate               <ul style="list-style-type: none"> <li>Full-time deans and faculty administrators</li> <li>Faculty appointed in a Health Sciences department</li> </ul> </li> <li>Faculty must be in good standing Compliance with University policies, reporting and training requirements. Teaching load, University service</li> </ul>	<ul style="list-style-type: none"> <li>Funding of the negotiated component must come from external funds.</li> </ul> <p>Examples include:</p> <ul style="list-style-type: none"> <li>Endowment or gift income</li> <li>Professional degree fees</li> <li>Self-supporting degree fees</li> <li>Contract and grant support</li> </ul> <p>External Funding is not:</p> <ul style="list-style-type: none"> <li>State-appropriated general funds</li> <li>UC general funds Chancellor Fellow's funds</li> <li>Opportunity Funds</li> <li>Overhead Recovery funds</li> <li>Student tuition funds or other internal sources</li> </ul>	<ul style="list-style-type: none"> <li>Funding for the Negotiated Salary Component (NSC) must be awarded and deposited to a UCI account prior to June 30 of current fiscal year to be eligible for following year's negotiation effective July 1st or mid-year Hires               <ul style="list-style-type: none"> <li>New faculty may start participating once funds have been formally transferred to a UCR account</li> </ul> </li> <li>Retroactive participation is not permitted</li> <li>Adequate external funding must be available for the entire year of the proposal, without exception</li> <li>Funds awarded after the June 30th may be considered eligible compensation for the following academic year.</li> </ul>

# Negotiated Salary Trial Program (NSTP)

## Overview of Policies and Procedures

What are the compensation components?	When are the NSTP Participation Effective Dates?	How do I submit a NSTP request?
<ul style="list-style-type: none"> <li>• Scale Based Salary (SBS)               <ul style="list-style-type: none"> <li>• Faculty members regular salary</li> <li>• Covered Compensation under the University of California Retirement Plan (up to IRS limits)</li> </ul> </li> <li>• Negotiated Salary Component (NSC)               <ul style="list-style-type: none"> <li>• Capped at 30% of the scale based salary</li> <li>• Not covered compensation under UCRP</li> <li>• Negotiated annually</li> </ul> </li> <li>• Total UC Salary (TUCS)               <ul style="list-style-type: none"> <li>• SBS + NSC</li> </ul> </li> <li>• Summer Salary               <ul style="list-style-type: none"> <li>• Faculty are expected to maximize summer salary</li> <li>• Summer ninths paid at the TUCS rate</li> <li>• Summer salaries can come from both internal and external fund sources</li> <li>• Cap gap is encouraged but optional (only for summer)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• The TUCS rate will be effective July 1 through June 30 and may not be changed for any reason</li> <li>• Newly hired faculty with mid year start dates may participate from their appointment begin date through June 30</li> <li>• Early withdrawal from the NSTP is only allowed upon:               <ul style="list-style-type: none"> <li>• Separation from the University</li> <li>• Transfer to a ineligible title</li> <li>• Retirement</li> <li>• Result of disciplinary action</li> </ul> </li> <li>• The University can ask faculty participants to pay back any NSC as a result of early withdrawal</li> <li>• The Dean/Dean's Office is responsible for managing funding of the NSTP and will cover a participants TUCS for the entire fiscal year, even if the faculty member losses funding during the annual negotiated period</li> </ul>	<p>Step 1: Faculty member works with Fund Manager to verify that funding sources are allowable, available and will remain in place for the entire fiscal year.</p> <p>Step 2: Faculty member submits and certifies the completed Request for Compensation Form to the Fund Manager.</p> <p>Step 3: Fund Manager completes and certifies the Fund Verification Form.</p> <p>Step 4: Chair/Dean completes and certifies the Chair/Dean Certification Form</p> <p>Step 5: After all forms have been completed and certified, email the completed forms by mid-May (<b>this year's deadline May 17, 2024</b>) to <a href="mailto:academicpersonnel@ucr.edu">academicpersonnel@ucr.edu</a>. No late submissions will be accepted.</p> <p>Step 6: VPAP will make a final decision and inform the EVCP and Dean of the approved proposals.</p> <p>Step 7: Academic Personnel will send approval letters to the faculty and cc unit's Dean's Office staff.</p>

# Negotiated Salary Trial Program (NSTP) Overview of Policies and Procedures

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Example of Faculty's NSTP salary effective July 1<sup>st</sup>

Faculty pre-7/1 NSTP approval amounts:

- SBS: \$100,000 (88,300 base + 11,700 off scale)
- NSC: \$20,000
- TUCS: \$120,000
- Participation Percent: 20%

Salary Component Amounts	July 1st
SBS	\$100,000
NSC	\$20,000
TUCS	\$120,000
Participation %	20.00%



# Negotiated Salary Trial Program (NSTP) Overview of Policies and Procedures

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Example of Faculty's NSTP salary effective July 1<sup>st</sup> (post Merit new o/s \$10,000)

Faculty 7/1 NSTP amounts:

- SBS: \$110,000 (88,300 base + 11,700 current +*new o/s \$10,000*)
- NSC: \$20,000
- TUCS: \$130,000
- Participation Percent: 18%

Pay Component	July 1st	July 1st (post Merit, new o/s 10,000)
SBS	\$100,000	\$110,000
NSC	\$20,000	\$20,000
TUCS	\$120,000	\$130,000
Participation %	20.00%	18.18%

# Negotiated Salary Trial Program (NSTP) Overview of Policies and Procedures

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Example of Faculty's NSTP salary effective October 1<sup>st</sup> (post range adjustment)

Faculty 7/1 NSTP approval amounts:

- SBS: \$110,000 (88,300 base + 11,700 current + *new o/s* \$10,000)
- NSC: \$20,000
- TUCS: \$130,000
- Participation Percent: 18%

Faculty 10/1 Range Adjustment to base salary 4.6% 92,400 (rounded up to nearest \$100) and 3% to total off scale \$22,400 (rounded up to nearest \$100):

- SBS: \$114,800 (92,400 base + 22,400 off scale)
- NSC: \$20,000
- TUCS: \$134,800
- Participation Percent: 17%

Pay Component	July 1st	July 1st (post Merit, new o/s 10,000)	October 1st (post range adjustment 4.6% to base, 3% o/s rounded up to nearest \$100)
SBS	\$ 100,000	\$ 110,000	\$ 114,800
NSC	\$ 20,000	\$ 20,000	\$ 20,000
TUCS	\$ 120,000	\$ 130,000	\$ 134,800
Participation %	20.00%	18.18%	17.42%

# Negotiated Salary Trial Program (NSTP) Overview of Policies and Procedures

Link is [here](#) to NSTP Procedures, Instructions and Forms

## NSTP Implementation Procedures

Step	Form	Authority	Steps to Take	Submit To:	Deadline
1	<b>A: Faculty Request Form</b>	Faculty Requestor	Review the NSTP Implementation Procedures and confirm funding availability with relevant personnel  <u>Complete and review Form A.</u> Submit via email with Form A completed to Fund Manager Responsible for your accounts.	Fund Manager	<b>March 15, 2024</b>
2	<b>B: Fund Manager Certification Form</b>	Fund Manager/Department Manager	Determine that there are authorized funds available to cover the request. Resolve any issues with faculty member and complete the entirety of Form B. Please ensure the negotiated amount is including the approved announced action. If pending action is announced prior to 7/1/24, please resubmit a revised Form B to APO for consideration prior to being entered in UCPath (with new signatures). If pending action is announced after 7/1/24, the NSC (negotiated salary pay component) amount will remain the same.  Complete and review Form B then forward via email Form A and Form B to Department Chair/Associate Dean.	Department Chair/Associate Dean	<b>April 3, 2024</b>
3	<b>C: Chair/Dean Certification Form</b>	Department Chair/Associate Dean	Completes and signs Form C then forwards via email completed Form A, B, and C to Dean.	Dean	<b>May 3, 2024</b>
4	<b>Forms A, B, and C</b>	Dean	Review entire proposal, complete compliance checks and sign Form C. Forward via-email completed NSTP packet containing Forms A, B, and C to Vice Provost at <a href="mailto:academicpersonnel@ucr.edu">academicpersonnel@ucr.edu</a> .	Vice Provost	<b>May 17, 2024</b>
5	<b>Forms A, B, and C</b>	Vice Provost/PEVC	Review and make final determination of NSTP request approval or rejection.		<b>June 2024</b>

# How Do I Access My Pay Stubs?

- UCPATH is University of California's system-wide payroll system.
- UCPATH system provides a self-service portal called UCPATH Portal for all employees to access their pay stubs in addition to enroll/change direct deposit, update tax withholdings, view/enroll in benefits.
- Employees may access the UCPATH Portal through R'Space or through a direct link.

<https://ucpath.universityofcalifornia.edu/home>

## UCPath Portal

The image displays the UCPATH Portal interface. On the left, the R'Space navigation menu is visible, with 'UCPATH Portal' highlighted in a red box. A red arrow points from this box to the UCPATH Portal icon in the 'UCR ServiceLink Portlet' section. The main dashboard shows the user's name 'Elaine McKittrick', their title 'Primary Title: Educational Institution Curator', and their employee ID '123456789'. The dashboard includes a 'Next Paycheck' section for 'April 27' with a 'View Paycheck' button, and a 'Personal Information' section with 'Health & Welfare' and 'Income & Taxes' tabs. The 'Notices & Updates' section displays several 'W-2 Reminders' for March 29, 2017.

# What is UCPATH Campus Support Center (CSC)?

- UCPATH Campus Support (CSC) supports UCR campus by providing UCPATH training services to the campus. CSC works closely with UCPATH Center to address and resolve campus UCPATH issues.
- CSC website has good payroll related resources for academic appointees under the Academics tab.
- If the resources provided on the CSC website doesn't answer your question please contact the staff member who you normally go to. You may also email: [ucpathhelp@ucr.edu](mailto:ucpathhelp@ucr.edu)

<https://ucpath.ucr.edu/academics>

The screenshot shows the UCPATH Campus Support Center website. The header includes the UCR Riverside logo and the text "UCPATH Campus Support Center" and "COMMITTED TO EXCELLENCE & EXEMPLARY CUSTOMER SERVICE". The navigation menu includes: HOME, ABOUT, TRAINING, COMMUNICATION, CAMPUS PARTNERS, TRANSACTIONAL UNIT PILOT, ACADEMICS (highlighted), FAQs, and CONTACT. The main content area is titled "ACADEMICS" and features six resource cards:

- Find answers to your most frequently asked questions.** Includes links for "FAQ for Academic & Faculty", "FAQ for Graduate Students", and "General FAQs".
- Got UCPATH Questions?** Provides information and answers to questions, with a link to contact staff if the FAQ doesn't answer the question.
- Your New Paycheck** Includes a link to "New Paycheck" and "The Truth About Your Paycheck - Dispelling Rumors".
- Detailed PowerPoint Deck** Includes a link to "Detailed PowerPoint Deck".
- AYSO vs. UCPATH** Includes a link to "AYSO vs. UCPATH Document".
- For Faculty Supervising Students** Includes a link to "Paper Paychecks".



Thank You

*Please reach out directly if you have questions*

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