

UCI UCPath

**UCPath
Training**

SSL301:

Summer Salary

Start



About This Course

- ❖ This course will help you understand how Effort Bearing and Non-Effort Bearing Summer Salary is calculated for Faculty at UCI and how the transactions are entered in UCPath.

Course Agenda



Lesson Topics

1

Effort Vs. Non-Effort Bearing

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Summer Salary Worksheet

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UCPath Summer Salary Entry

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Summer Salary Use Cases

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UCI UCPath

Lesson 1



Effort Bearing vs. Non- Effort Bearing Summer Salary

Continue



Lesson 1 Objectives



In this lesson, you will learn how to:

- ☐ Understand the difference between Effort Bearing & Non-Effort Bearing Summer Salary
- ☐ Understand how Summer Salary is calculated and applied
- ☐ Recognize the different UCPATH entry methods for each Summer Salary type

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Effort Bearing Summer Salary

Summer Salary that **requires** effort (*FTE*) to be tracked is considered “**Effort Bearing**”.

- **Example:** A faculty member performing research paid by a contract or grant that requires effort to be reported to the funding agency.
- **Or,** a school that wants to track all summer salary using FTE data.



Next

Effort Bearing Calculation

Effort Bearing Summer Salary is calculated based on **19 workings days** in a month.

- 19 working days = 1.0 FTE (*Position*)
- Additional days over 19 for **Effort Bearing** Summer Salary will require an additional / concurrent job.

Academic Year Faculty Summer Salary pay is based on $1/9^{\text{th}}$ of their annual salary.

- The number of days worked in the month will be divided by 19.
- The result will be set as the FTE value of the position.

When Appointment is Above 1.0 FTE

During the months of July and August, a Faculty employee's percentage of time may go above 1.0 FTE.

- When a Faculty member is scheduled to be above 1.0 FTE because of Summer Salary, the overage should be added as an additional job (concurrent hire).

Effort Bearing Summer Salary Example



Dr. Brice is a faculty member at UCI School of Humanities & receives an annual salary of \$130,000.00. He advised the Dean's office he will be conducting research **21 days** in the month of July.

➤ Process Steps:

1. Divide the number of days the faculty member will work by 19 (full Summer month):
$$21 \div 19 = 1.1053$$
2. The result of the equation (1.1053) represents the FTE value and will be split amongst two (2) positions.
 - First position with a 1.0 FTE
 - Second Position with a 0.1053 FT

[Next](#)

Managing Position FTE over the Summer

Faculty members who report effort during the summer will have FTE values that will fluctuate.

- ★ **The Position FTE value of their summer job(s) should always reflect what the calculated FTE is for that Summer month.**



Things to Remember:

- The Position FTE value should be updated via a PayPath Actions entry on the Position Data tab.
- A new Position & Job will be required if FTE increases above 1.0 FTE any Summer month.

Non-Effort Bearing Summer Salary

- Summer salary that does **not** require effort (*FTE*) to be tracked is considered “**Non-Effort Bearing**”.
 - **Example:** Faculty who are given administrative summer ninths (i.e. chairs, associate deans, etc.)



Next

Non-Effort Bearing Calculation

Non-Effort bearing Summer Salary is based on one summer ninths of the faculty member's annual salary.

- ❖ When effort is not being tracked, the summer salary can be provided as **Additional Pay via PayPath Actions** entry on the faculty member's current related job.
 - No additional position or job needs to be created.

Non-Effort Bearing Example



Dr. Smith is the Department Chair at the School of Biological Sciences and is being compensated a summer ninth of her \$180,000 annual salary.

➤ **Process Steps:**

1. Divide the annual salary by 9
 - $\$180,000 / 9 = \$20,000$
2. The \$20,000 would be paid as **Additional Pay** on their current Department Chair job. (*Additional Pay via PayPath Actions entry.*)
3. No additional / concurrent job is needed.
4. Additional Pay Effective Date & End dates should represent a full pay period (*1st – End of month*) to avoid unwanted pro-ration.

Next



Lesson Complete

Lesson Summary:

- ✓ Effort Bearing Summer Salary is considered work performed over the summer paid by a contract or by a grant that requires effort to be reported to the funding agency.
- ✓ Effort Bearing Summer Salary requires an additional job (concurrent hire).
- ✓ Effort calculated over 1.0 FTE in any Summer month requires another additional job.
- ✓ Non-Effort Bearing Summer salary does not require effort to be tracked & is paid as Additional Pay on their current related job.

UCI UCPath

Lesson 2



Summer Salary Worksheet

Continue



Lesson 2 Objectives



In this lesson, you will learn how to:

- ☐ Understand how Summer Salary is calculated and applied
- ☐ Learn how to fill out and submit the Summer Salary Worksheet

Next

Summer Salary Worksheet Overview

- ❖ Review appointment details and determine whether the Summer Salary appointment is **Effort or Non-Effort bearing**.
- ❖ Summer Salary is always calculated in full months and the FTE will equate to the number of days the employee will work.
 - ❖ Example: $\text{Number of days worked in the month} / 19 = \text{FTE for the month}$
 - ❖ FTE over 100% will require 2 jobs

Summer Salary Worksheet

- The **Summer Salary worksheet** will be used by department initiators to determine the Faculty's Summer Salary amount.

Summer Salary Worksheet 2021 (revised 4/12/21)

Faculty Name: _____
 Employee ID: _____
 Position #: _____

Department: _____
 Title/Step: _____
 Total # of Days: 10

June 2021						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Available Days: 8
 Job FTE for June: 0.2632

July 2021						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Available Days: 17
 Job FTE for July: 0.2632

August 2021						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Available Days: 22
 Job FTE for Aug: 0.0000

September 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Available Days: 13
 Job FTE for Sept: 0.0000

Month	# of Days	Concurrent Job or Add'l Pay	FTE	UCPath Annual Rate	KFS Account	Fund's Annual Capped Rate (if applicable)	Cap Gap Amount (if applicable)	Amount to be Paid
June	5	Conc Job	0.2632	\$200,000		\$199,300	\$1,477.34	\$4,370.61
July	5	Conc Job	0.2632	\$200,000		\$199,300	\$1,477.34	
			0.0000					

Next

Summer Salary Worksheet

Within the worksheet, click the small red corner markers to view additional information regarding the data requirements for that particular field.

Summer Salary Worksheet 2021 (revised 4/12/21)

Faculty Name:

Employee ID:

Position #:

Department:

Title/Step:

Total # of Days: 10

June 2021

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Available Days: 8

Job FTE for June: 0.2632

July 2021

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Available Days: 17

Job FTE for July: 0.2632

August 2021

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Available Days: 22

Job FTE for Aug: 0.0000

September 2021

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Available Days: 13

Job FTE for Sept: 0.0000

Month	# of Days	Concurrent Job or Add'l Pay	FTE	UCPath Annual Rate
June	5	Conc Job	0.2632	\$200,000
July	5	Conc Job	0.2632	\$200,000
			0.0000	
			0.0000	

Enter the total annual salary for the faculty member [includes scale salary (UCANNL), off-scale (UCOFF1), above scale (UCABVE), NSTP (UCGCYN), etc., does not include additional pay]. Do not enter any agency capped rate here. Capped rates are addressed in position funding, not on the job.

Next

Filling Out Summer Salary Worksheet

The eligible days for Summer Salary will be highlighted for each month of Summer along with the projected total FTE.

Employee ID: _____

Position #: _____

Department: _____

Title/Step: _____

Total # of Days: 10

June 2021							July 2021							August 2021							September 2021						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7			1	2	3	4	
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30				25	26	27	28	29	30	31	29	30	31					26	27	28	29	30		
Available Days: 8							Available Days: 17							Available Days: 22							Available Days: 13						
Job FTE for June: 0.2632							Job FTE for July: 0.2632							Job FTE for Aug: 0.0000							Job FTE for Sept: 0.0000						

Month	# of Days	Concurrent Job or Add'l Pay	FTE	UCPath Annual Rate	KFS Account	Fund's Annual Capped Rate (if applicable)	Cap Gap Amount (if applicable)	Amount to be Paid
June	5	Conc Job	0.2632	\$200,000	12245	\$199,300	\$1,477.34	\$4,370.61
July	5	Conc Job				\$199,300	\$1,477.34	\$4,370.61
								\$0.00

Identify the Month in which the Faculty member will be taking Summer Salary.

Next

Identifying Concurrent Hire

If the faculty is performing Effort Bearing Summer Salary, select the **Conc Job** option on the Summer Salary worksheet.

Available Days: 8

Job FTE for June: 0.2632

Available Days: 17

Job FTE for July: 0.2632

Available Days: 22

Job FTE for Aug: 0.0000

Available Days: 13

Job FTE for Sept: 0.0000

Month	# of Days	Concurrent Job or Add'l Pay	FTE	UCPath Annual Rate	KFS Account	Fund's Annual Capped Rate (if applicable)	Cap Gap Amount (if applicable)	Amount to be Paid
June	5	Conc Job	0.2632	\$200,000	12345	\$199,300	\$1,477.34	\$4,370.61
July	5	Conc Job	0.2632	\$200,000		\$199,300	\$1,477.34	\$4,370.61
			0.0000					\$0.00
			0.0000					\$0.00



Summer Salary Worksheet Details

Summer Salary Worksheet 2021 (revised 4/12/21)

Faculty Name:
Employee ID:
Position #:

Identify the number **working days** and identify if Summer Salary is a **Concurrent Job or Additional Pay**.

Department:
Title/Step:
Total # of Days: 10

Enter the Faculty Member's Annual Salary, the KFS account used to Pay Summer Salary, the Capped Rate. The Cap Gap Amount will be auto-calculated (if applicable).

****FTE will be auto-calculated.**

June 2021											
Su	M	Tu	W	Th	F	Sa					
		1	2	3	4	5					
6	7	8	9	10	11	12	13	14	15	16	17
20	21	22	23	24	25	26	27	28	29	30	

Available Days: 8
Job FTE for June: 0.2632

July 2021											
							1	2	3	4	5
6	7	8	9	10	11	12	13	14	15	16	17
20	21	22	23	24	25	26	27	28	29	30	31

Available Days: 17
Job FTE for July: 0.2632

August 2021						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Available Days: 22
Job FTE for Aug: 0.0000

September 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Available Days: 13
Job FTE for Sept: 0.0000

Month	# of Days	Concurrent Job or Add'l Pay	FTE	UCPath Annual Rate	KFS Account	Fund's Annual Capped Rate (if applicable)	Cap Gap Amount (if applicable)	Amount to be Paid
June	5	Conc Job	0.2632	\$200,000	12345	\$199,300	\$1,477.34	\$4,370.61
July	5	Conc Job	0.2632	\$200,000		\$199,300	\$1,477.34	\$4,370.61
			0.0000					
			0.0000					

Next

Summer Salary Worksheet Details II

Summer Salary Worksheet 2021 (revised 4/12/21)

Faculty Name: _____

Employee ID: _____

Position #: _____

Department: _____

Title/Step: _____

Total # of Days: 10

When Summer Salary is identified as “Additional Pay” on the worksheet, the FTE field is not applicable and reduced to 0.

July 2021							August 2021							September 2021						
M	Tu	W	Th	F	Sa		Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
			1	2	3		1	2	3	4	5	6	7				1	2	3	4
5	6	7	8	9	10		8	9	10	11	12	13	14	5	6	7	8	9	10	11
12	13	14	15	16	17		15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30				29	30	31					26	27	28	29	30		
Available Days: 8							Available Days: 17							Available Days: 22						
Job FTE for June: 0.0000							Job FTE for July: 0.0000							Job FTE for Aug: 0.0000						

Month	# of Days	Concurrent Job or Add'l Pay	FTE	UCPath Annual Rate	KFS Account	Fund's Annual Capped Rate (if applicable)	Cap Gap Amount (if applicable)	Amount to be Paid
June	5	Add'l Pay	0.0000	\$200,000	12345	\$199,300	\$1,477.34	\$4,370.61
July	5	Add'l Pay	0.0000	\$200,000		\$199,300	\$1,477.34	\$4,370.61
			0.0000					\$0.00

Summer Salary Worksheet Details III

Summer Salary Worksheet 2021 (revised 4/12/21)

Faculty Name: _____
Employee ID: _____
Position #: _____

Department: _____
Title/Step: _____
Total # of Days: 10

June 2021						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Available Days: 8
Job FTE for June: 0.2632

July 2021						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Available Days: 17
Job FTE for July: 0.2632

August 2021						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Available Days: 22
Job FTE for Aug: 0.0000

Once you have entered all of the required data in each row, the worksheet will auto-calculate the amount the employee will receive in the "Amount to be Paid" column.

26 27 28 29 30
Available Days: 13
Job FTE for Sept: 0.0000

Month	# of Days	Concurrent Job or Add'l Pay	FTE	UCPath Annual Rate	KFS Account	Fund's Annual Capped Rate (if applicable)	Cap Gap Amount (if applicable)	Amount to be Paid
June	5	Conc Job	0.2632	\$200,000	12345	\$199,300	\$1,477.34	\$4,370.61
July	5	Conc Job	0.2632	\$200,000		\$199,300	\$1,477.34	\$4,370.61
			0.0000					\$0.00
			0.0000					\$0.00

**Capped Rate is taken into account when calculating the amount to be paid.*

Next

Summer Sal. Worksheet – Over-the-Cap

Towards the bottom of the spreadsheet, identify the **Paid vs. Unpaid** Cap amounts.

Over the Cap Funding:

Month	Paid Over the Cap Amount	Unpaid Over the Cap Amount	KFS Account

Comments/Notes:

Summer Session amount (if applicable): \$0.00 Summer Compensation Limit (3/9ths): \$66,666.67

Certifications/Approvals:

Total Summer Salary Amount: \$8,741.23

With my signature below I certify that I am able to perform my administrative and/or research obligations on these funding sources.

Financial Analyst's Signature	Date
/Unit Head or Director's Signature	Date
's Signature	Date

The worksheet will calculate each row and project the total amount of Summer Salary to be paid to the faculty member.

Please consider any salary changes that may occur over the summer for accurate Summer Salary calculation.

Next



Lesson Complete

Lesson Summary:

- ✓ Summer Salary is calculated in whole month increments (19 days each summer month.)
- ✓ The number of days worked each month will be used in the calculation to determine the FTE.
- ✓ If applicable, be sure to identify the fund's capped rate.

UCI UCPath

Lesson 3



UCPath Summer Salary Entry

Continue



Lesson 3 Objectives



In this lesson, you will learn how to:

- ☐ Enter Effort-Bearing Summer Salary Appointments in UCPath
- ☐ Enter Non-Effort Bearing Summer Salary Payments
- ☐ Understand the pre-requisites and data requirements for each type of Summer Salary entry.

Next

Effort Bearing Entry in UCPath



Effort Bearing Summer Salary Entry

Effort Bearing Summer Salary appointments are entered as additional jobs / appointments via a **Concurrent Hire Smart HR Template** in UCPath.

Key Notes:

- A Concurrent job will allow the departments to assign a separate Researcher title/position to the faculty member and set the compensation based on the current pay in their existing/related job.
- The compensation for Summer Salary must be calculated first and then converted into an FTE value.
 - The FTE is entered on the position.

Next

Position Management

Please determine if there is an existing position with the appropriate job code in your department before creating a new one

- HR Initiators can use the **Position Summary** page in UCPATH to view open (*vacant*) and filled positions for any departments they have security access to.
- New Positions created for Summer Salary must have an FTE value that reflects the true effort for that month. The FTE value can subsequently be changed via a PayPath Action for proceeding months.

Navigation: PeopleSoft Menu > Organizational Development > Position Management > Review Position/
Budget Info > Position Summary

Search Results

View All

Position Number	Description
40281795	LECT-MISCELLANEOUS/PA
40281804	LECT-MISCELLANEOUS/PA
40281997	LECT-MISCELLANEOUS/PA
40282028	LECT-MISCELLANEOUS/PA
40282079	LECT-MISCELLANEOUS/PA
40282173	LECT-MISCELLANEOUS/PA
40282179	LECT-MISCELLANEOUS/PA

Position Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Position Number

begins with

Description

begins with

Position Status

*

Business Unit

begins with

Department

begins with

Job Code

begins with

Reports To Position Number

begins with

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

First

1-100 of 125

Last

Position Number	Headcount	Status	Current Headcount
	Open		0 out of 1
	Filled		1 out of 1
	Filled		1 out of 1
	Filled		1 out of 1
	Filled		1 out of 1
	Open		0 out of 1
	Open		

Next

Position Management

It is important to review Position details before entering the Position number on the Smart HR Template.

- **Certain position details may need to be updated prior to submitting a concurrent hire template.** This will help ensure data accuracy in order to achieve and reflect the desired job record for the employee upon hire.

❖ **Position Details to review:**

- Effective Date of Position
- FTE
- Reports-To Position (Supervisor)
- Department ID
- Salary Admin Plan



New Position Effective Date

If a new position needs to be created, please ensure the effective date of the Position is at least **30 days prior to the start of the faculty's summer salary.**

Example: If Summer Salary appointment has a start date of 6/1 – The position effective date should be 5/1

Position Salary Admin Plan

Please refer to the [AP website](#) for the current salary scales to view the appropriate Salary Admin plans for Summer Salary appointments.

PROFESSOR SERIES - REGULAR SCALES ACADEMIC YEAR - ONE NINTH* SUMMER RESEARCH**

Salary Admin Plan: Professor and Researcher T001, Professor of Teaching T01L

Rank	Step	Years at Step	Adjusted Scale*** 7/1/2018		Adjusted Scale*** 10/1/2019	
			Annual	Monthly (1/9)	Annual	Monthly (1/9)
ASSISTANT PROFESSOR	I	2	62,700	6,986.67	66,100	7,344.44
ASSISTANT RESEARCHER	II	2	66,600	7,400.00	70,100	7,788.89
ASSISTANT PROFESSOR OF TEACHING	III	2	70,200	7,800.00	73,900	8,211.11
Grade 3 (e.g., 001303, 003225, 001881)	IV	2	74,200	8,244.44	78,100	8,677.78
	V	2	78,000	8,666.67	82,300	9,144.44
	VI	2	82,100	9,122.22	86,600	9,622.22
ASSOCIATE PROFESSOR	I	2	78,100	8,677.78	82,400	9,155.56
ASSOCIATE RESEARCHER	II	2	82,200	9,133.33	86,700	9,633.33
ASSOCIATE PROFESSOR OF TEACHING	III	2	86,400	9,600.00	91,100	10,122.22
Grade 2 (e.g., 001203, 003215, 001808)	IV	3	91,600	10,177.78	96,500	10,722.22
	V	3	96,700	10,866.67	104,000	11,555.56
PROFESSOR	I	3	91,700	10,188.89	96,600	10,733.33
RESEARCHER	II	3	98,800	10,977.78	104,100	11,566.67
PROFESSOR OF TEACHING	III	3	106,300	11,811.11	112,100	12,455.56
Grade 1 (e.g., 001103, 003205, 001504)	IV	3	114,100	12,677.78	120,400	13,377.78
	V	--	122,500	13,611.11	129,300	14,366.67

Next

Submit Concurrent Hire (*Effort Bearing*)

For Effort Bearing Summer Salary appointments please select the **UC_CONC_Hire_AC** template with the Effective Date reflecting the first day of the month the Faculty member will begin Summer Salary.

- Template Reason Code: **Academic Concurrent Hire**

The screenshot shows the 'Smart HR Transactions' interface. At the top, it says 'Smart HR Transactions' and 'Select a template and press Create Transaction.' Below this, there are two main sections. The first section, 'Transaction Template', contains a 'Transaction Type' dropdown menu (labeled 1) set to 'All', a 'Select Template' dropdown menu (labeled 2) set to 'UC_CONC_HIRE_AC', and an 'Effective Date' field (labeled 3) set to '06/01/2021'. To the right of the 'Select Template' dropdown, the text 'Academic Concurrent Hire/inter Location Transfer' is visible. Below the 'Transaction Type' dropdown, there is a 'Refresh' button. The second section, 'Transactions in Progress', shows a message: 'You do not have any transactions in progress.' At the bottom, there is a 'Go To' button and a 'Transaction Status' link.

Note: For additional information on submitting a SmartHR Template for a Concurrent Hire, please refer to TEM104: Concurrent Hire training in UCLC, or view the step-by-step UPK simulation for [“Initiate Concurrent Hire Template Transaction \(Academic\)”](#).

Next

Compensation & Earnings Distribution

- ❖ Enter the faculty's annual salary (including any off-scale amount) by selecting the corresponding Step. The Job Compensation fields will auto populate with the Scale Salary. You must add another row for any Off-Scale amounts and manually enter the dollar amount.
- ❖ If Faculty has NSTP, add an additional row to add the UCGCYN Comp Rate code and corresponding dollar amount.
- ❖ UCPath will utilize the Position FTE to calculate the amount to pay.

Job - Salary Plan

Salary Administration Plan Salary Grade
Step

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	<input type="text" value="UCANNL"/>	<input type="text" value="104000.000000"/>	<input type="text" value="A"/>	Salary Step	<div>+ -</div>
2	<input type="text" value="UCOFF1"/>	<input type="text" value="26000.000000"/>	<input type="text" value="A"/>	Manual	<div>+ -</div>

Job Compensation - Payroll Currency and Frequency

*Compensation Frequency

Next

Compensation & Earnings Distribution

- ❖ Do **NOT** enter data in the Earnings Distribution (JED) tab on the Smart HR Template, only click Save & Submit
- Earnings Distribution will be entered as a PayPath Action once the template has been completed by the UCPATH Center.
- It takes up to 24 hours for UCPATH to properly assign pay group.
- **Entering Earnings Distribution on the hire template will cause wages to be charged to the department's suspense account.**

Job - Salary Plan

Salary Admin

Job Compensation

Comp Rate Co

1 UCANNL

2 UCOFF1

Job Compensation

*Comp Fr

Personal Data Job Data **Earnings Dist**

Employee Information

Job Earnings Distribution Type

Earnings Distribution Type Aggregate Comp Rate

Job Earnings Distribution

Earnings Code Compensation Rate Percent of Distribution

1

Return to Enter Transaction Details Page

Save and Submit Save for Later Cancel Supporting documents

Transaction ID: NEW

Initiator Comments:

Requester ID: 10291087 Angel Rivera

Requested:

-2 of 2 Last

+ -

+ -

Next

Template Transaction Processing

The Approval Workflow Processing time for Smart HR Templates could take 3-7 days to complete at the UCPath Center.

- ❖ Please Plan accordingly and ahead of time when possible.



Adding Earnings Distribution Details

After the concurrent hire has been completed at the UCPATH Center, submit a PayPath Action on the Job Data tab to add Earnings Distribution data for Summer Salary.

The screenshot displays the 'Job Data' tab in the UCPATH system. Four numbered callouts highlight specific fields:

- 1. Effective Date:** A red box highlights the 'Effective Date' field, which is set to 12/01/2019.
- 2. Action Reason:** A red box highlights the 'Action Reason' field, which is set to 'JED'.
- 3. Earnings Distribution Type:** A red box highlights the 'Earnings Distribution Type' dropdown menu, which is set to 'By Percent'.
- 4. Distribution %:** A red box highlights the 'Distribution %' field in the 'Earnings Distribution' table, which is set to 100.00.

The interface also shows various other fields such as 'Position Number', 'Business Unit', 'Department', 'Location Code', 'Job Code', 'Union Code', 'Reports To Position Number', 'PLSA Status', 'Salary Administration Plan', 'Salary Grade', 'FTE', 'Appointment End Date', 'Establishment ID', 'UC Name', 'Employee Class', 'End Job Automatically', 'Comp Rate', 'Standard Hours', 'Pay Frequency', 'Personnel', 'Compensation Frequency', 'Annual', and 'Distribution %'.

- 1. Effective Date** should reflect first day of the month of when Faculty's Summer Salary starts.
- 2. Reason:** JED / **Action Reason:** JED
- 3. Earnings Distribution Type:** By Percent
- 4. Distribution % field should equal 100% (100.00)**
 - If using more than one Earn Code, distribution should be combined to reach 100%

Next

All Eligible Earn Codes for Summer Salary

The following EARN codes in UCPath can be used to identify various types of Summer Salary earnings.

- For more information, please refer to the [DOS Codes to ERN Codes job aid](#).

EARN Code	Description	Detail
ACR	Additional Comp-Research	(Used for appropriate research or professorial titles for research.) Used for all eligible academic-year faculty who are performing research over the summer. For AY academic appointees eligible for the employer/employee 403(b) contribution on summer salary.
ACA	Additional Comp-Admin	(Used with appropriate administrative titles for service.) Used for all eligible academic-year faculty who serve in an administrative capacity (e.g., Chair) during the summer. For AY academic appointees eligible for the employer/employee 403(b) contribution on summer salary. Most likely non-effort bearing.
AFR	Additional Comp-FY Research	(FY Appointees) Used for exceptional payment of one-twelfth of annual salary for FY academic appointees for research performed concurrent with vacation usage; appropriate number of accrued vacation days must be charged. For fiscal year academic appointees – FY are NOT eligible for the employer/employee 403(b) contribution on summer salary.

Unpaid Cap Gap Processing

If the Department will not be paying the salary cap gap - enter the percentage of the annual salary amount that should **not** be paid using the **GAP** earn code in the **Earnings Distribution** section (*Job Data tab in PayPath Actions*):

The screenshot displays the 'Job Data' tab in the PayPath Actions system. A red box highlights the 'Action' field set to 'JED' and the 'Action Reason' field set to 'JED'. Another red box highlights the 'Earnings Distribution Type' dropdown menu, which is currently set to 'By Percent'. A third red box highlights the 'Earnings Distribution' table, which contains two rows: '1 ACR' (Additional Comp-Research) and '2 GAP' (Unpaid Cap Gap). The table columns are 'Earnings Code', 'Comp Rate', and 'Distribution %'.

Earnings Code	Comp Rate	Distribution %
1 ACR	6,901.250000	75.000
2 GAP	2,316.417500	25.000

Action: JED
Action Reason: JED

Next

**Earnings
Distribution: By
Percent**

**Enter a new row to
identify GAP Earn
code &
Distribution %**

Capped Funds & Summer Salary

The **Multiple Components of Pay (MCOP)** Worksheet on the Funding Entry Page in UCPATH is required to be filled for Faculty that are paid from capped funds.

Salary Cap



- The current DHHS Annual Salary Cap is **\$199,300 (2021)**.
- **Monthly Rate:** \$16,608.33 (FY)

Note: For additional information on entering Multiple Components of Pay, please refer to the MCP301: Campus MCOP in UCLC.

Retroactive Concurrent Hire Entries

SmartHR Hire Templates that are submitted and approved AFTER a pay period has closed will require an Off-Cycle Payroll request to be submitted if the employee does not get paid.

- The UCPATH system will **NOT** automatically pay employees who have been hired into a new job if the SmartHR Hire Template is not approved by the Payroll Calendar deadline.
- ❖ **All pay impacting transactions are subject to the Payroll Calendar deadlines.**
- For more information, please view the [Payroll Processing Schedule](#) job aid.

Retro Dated FTE Changes

Please note that Retro Dated Position FTE changes will **not** trigger automatic pay adjustments on the next on-cycle check.

- A. If the FTE change should have resulted in an **increase** to faculty pay, submit an Off-Cycle payroll request for any wages owed.
- B. If the FTE change should have resulted in a **decrease** in pay, you will have to submit an Overpayment Payroll Request.

Non-Effort Bearing Entry in UCPath



Non-Effort Bearing Summer Salary

Faculty who perform “**Non-Effort Bearing**” Summer Salary are eligible to receive **Additional Compensation** under their current related job record.

- Non-Effort Bearing Summer Salary is entered as **Additional Pay** via PayPath Actions (*Additional Pay Data tab*).
- The amount to pay would have to be calculated using the Summer Salary Worksheet.
- ***Additional Pay transactions do not require additional UCPATH Center Approval.***

Submitting Additional Pay

- Navigate to **PayPath Actions** and search for the employee.
 - **Navigation:** PeopleSoft Menu > UC Customizations > UC Extensions > PayPath Actions
- Click on the **Additional Pay Data** tab to begin entering payment details.

Position Data | Job Data | **Additional Pay Data**

Employee: _____ Empl ID: 1 Empl Record: 1

New Additional Pay Find | View All First 1 of 1 Last

Earnings Code: _____ Effective Date: _____

*Effective Date: 08/01/2021

Payment Details Find | View All First 1 of 1 Last

Add'l Seq #: 1 End Date: _____ Reason: Not Specified

Pay Period Amt: _____ Goal Amount: _____ Goal Balance: _____

☒ Prorate Additional Pay

Applies To Pay Periods: ☒ First ☐ Second ☐ Third

Job Information

Employee Type:	Salaries	Standard Hours:	40.00
Compensation Rate:	\$8,825.000000	Frequency:	
Default Job Data			
Position:	ASSOC PROF-AY		
Business Unit:	IRCMP	UC Intra Campus	
Department:			
Job Code:	001700	ASSOC PROF-AY	
FTE:	1.000000		
Employee Status:	Active	Expected Job End Date:	

Current Additional Pay Find | View All First 1 of 1 Last

Earnings Code: ACN Additional Comp-Sub No RTVT Effective Date: _____

Effective Date: 04/01/2021

Payment Details Find | View All First 1 of 1 Last

Add'l Seq #: 1 End Date: 00/00/2021 Reason: New Additional Pay

Pay Period Amt: \$5,332.32 Goal Amount: _____ Goal Balance: _____

☐ OK to Pay

Applies To Pay Periods: ☐ First ☐ Second ☐ Third

Job Information

Employee Type:	Salaries	Standard Hours:	40.00
Compensation Rate:	\$8,825.000000	Frequency:	Monthly
Default Job Data			
Position:	ASSOC PROF-AY		
Business Unit:	IRCMP	UC Intra Campus	
Department:			
Job Code:	001700	ASSOC PROF-AY	
FTE:	1.000000		
Employee Status:	Active	Expected Job End Date:	

Save for Later | Save And Submit | Cancel | Upload / View Supporting Documents

Next

Additional Pay Details

When entering Additional Pay please identify the following:

1. Earn Code for the Additional Pay
 - **Example:** ACR, ACA
2. Effective Date & End Date
 - Dates entered should reflect a **FULL** pay period (*1st – End of Month*).
3. **Pay Period Amount:** Amount to be paid to Faculty on next on-cycle check.
4. **Goal Amount (Optional):** Total amount to pay

The screenshot shows the 'New Additional Pay' form with the following fields and callouts:

- 1** *Earnings Code: ACR (Additional Comp-Research)
- 2** *Effective Date: 07/01/2021
- 3** Addl Seq #: 1
- 4** Goal Amount: (empty field)

Other fields include: End Date, Reason (Not Specified), Pay Period Amt, Goal Balance, Prorate Additional Pay (checked), and Applies To Pay Periods (First, Second, Third).

Next

Additional Pay Example

Here is an example of how **Additional Pay for Non Effort Bearing** Summer Salary would be entered for an Associate Dean performing administrative work from June to July.

New Additional Pay Find | View All First 1 of 1 Last

*Earnings Code: Additional Comp-Admin

Effective Date Find | View All First 1 of 1 Last

*Effective Date:

Payment Details Find | View All First 1 of 1 Last

Addl Seq #:

End Date: Reason:

Pay Period Amt:

Goal Amount: Goal Balance:

☐ Prorate Additional Pay

Applies To Pay Periods

☒ First ☐ Second ☐ Third

Note: PLEASE UNCHECK!THE PRORATE BOX.

Retro Dated Additional Payments

Additional Pay transactions approved AFTER the pay period has closed will be paid out on the next On-Cycle paycheck.

- Off-cycle Payroll Requests cannot be submitted for missed additional payments.
- Please feel free to submit an EEC ticket if additional assistance is required.
- ❖ All pay impacting transactions are subject to the Payroll Calendar deadlines.
 - For more information, please view the [Payroll Processing Schedule](#) job aid.

Funding Entry Reminders

- ❖ If the Additional Pay for Summer Salary is paid from different / various department KFS accounts, or a Grant, please ensure it is identified correctly on the Funding Entry page for that position. It is possible that a new funding row may be required.
- ❖ Funding can be assigned by earn code. Accounts must have a combined distribution amount that equals 100% per Earn Code. Failure to identify the correct account for the Earn Code may result in the Department Default/Suspense Account to be charged.





Lesson Complete

Lesson Summary:

- ✓ Effort Bearing Summer Salary requires a **UC_CONC_HIRE_AC** template to be submitted to add the additional job.
- ✓ Please refer to the AP Website to view current salary scale for Salary Admin Plans.
- ✓ Earnings Distribution should **ONLY** be entered via a PayPath Action update in the Job Data tab, never on the hire template.
- ✓ Non-Effort Bearing Summer Salary is entered as an Additional Pay transaction via PayPath Actions on the faculty's current / related job.

UCI UCPath

Lesson 4



Summer Salary Use Cases

Continue



Lesson 4 Objectives



In this lesson, you will learn how to:

- ☐ Understand and recognize various scenarios for effort and non effort bearing summer salary appointments.

Next

Use Case A: Effort Bearing Summer Salary



- Professor Smith's annual professorial salary is \$270,000.
- She will be performing 4 days of research on a grant.
- Calculation: $\$270,000 / 9 = \$30,000.00$ = summer salary monthly rate
- The Summer Salary will be entered as an additional job / concurrent hire.
 - Review Position details before starting template.
- Do not enter JED on the hire template, instead, process a PayPath Action to update the Earning Distribution after the Hire Template has been processed.

Use Case B: Non-Effort Bearing Summer Sal.



- Department Chair Green's annual professorial salary is \$90,000.
- His agreement will pay him 1/9th Summer salary for his service as chair.
- Calculation: $\$90,000/9 = \$10,000.00$ = summer salary monthly rate
- The Summer Salary will be entered as an Non-Effort Bearing additional pay on his Chair position.

Use Case C: Specific Dollar Amount

- Assistant Professor Earle would like to pay herself \$6,064.32 on her grant for July.
- Her professorial annual rate is \$80,400.
- $\$80,400/9=\$8,933.33$ =summer salary monthly rate
- $\$6,064.32/\$8,933.33=.6789$. This falls between 12 and 13 days on the academic year daily time factor.
- To get the exact amount that will be paid, multiply .6789 by \$8,933.33, which equals \$6,064.32.
- To figure out the number of days in the Summer Month, multiply .6789 by 19 = 12.898.
- Input 12.898 days on the Summer Salary worksheet (to verify "Amount to be Paid").

Month	# of Days	Concurrent Job or Add'l Pay	FTE	UCPath Annual Rate	KFS Account	Fund's Annual Capped Rate (if applicable)	Cap Gap Amount (if applicable)	Amount to be Paid
June	12.9	Conc Job	0.6788	\$80,400				\$6,064.32
			0.0000					\$0.00

UCI UCPath

Online Course Resources



[Next](#)



Where to Get Help

- The [UCI UCPath](#) website is your first line of support for all UCPath related questions.
- Use the **Search** feature to find conceptual content, job aids or step-by-step instructions for UCPath tasks.
 - You may also find things like:
 - *FAQs*
 - *Training presentations*
 - *Lessons learned recordings*
 - *And more!*



Next

Point Of Contact

POINT
OF
CONTACT
+



If you need additional assistance regarding UCPath or transactions, you may contact your School/Division **Point of Contact (POC)** for direct support.

Next

Employee Experience Center



VISIT THE
**Employee
Experience
Center**

If you are still experiencing issues, or have unanswered questions about transactions, please contact the **Employee Experience Center (EEC)** at (949) 824-0500, or submit an online ticket by visiting ucpath.uci.edu

Next



Thank You!

This concludes the SSL301: Summer Salary presentation.