

DATE: MAY 12, 2009
TO: ACADEMIC DEPARTMENTS
FROM: ACADEMIC PERSONNEL OFFICE
RE: ACADEMIC MERITS & PROMOTIONS & OTHER SALARY RELATED
ACTIONS

2008/09 BUDGET & STAFFING PROCESS

No on-line payroll entries that will affect Staffing should be made from **July 1 through July 10**. If you are unclear as to whether an entry will affect Staffing, contact Cindy Williams in Academic Planning & Budget. The July 10 date may be subject to change and email notification will be sent if this change is required.

ACADEMIC MERITS AND PROMOTIONS

Ladder Rank merits and promotions will be prepared and entered into the Payroll/Personnel System (PPS) centrally by the Academic Personnel and the Payroll Offices. Your assistance in verifying the accuracy of the updated salaries will be requested on **July 10**, after the merits and promotions have been centrally processed. A notice will be sent via PPS News to remind departments to provide verification.

NOTE: If you have entered any merits and promotions for Ladder Rank faculty in PPS that have July 1, 2009 effective dates, we ask that you reverse these entries at this time. Premature entries of these actions in PPS will have a negative effect on the staffing process. PPS entry of July 1, 2009 merits for Lecturers will be done centrally to accommodate the negotiated salary adjustments for those titles. It is expected that lecturer merits in July 1 2010 and beyond will be done at the department level.

ASSISTANT PROFESSORS WITH JUNE 30, 2009 ENDING DATES:

Assistant Professors with June 30, 2009 ending dates must now be extended to June 30, 2011, even if a merit or promotion review action is still pending. Both the appointment and distributions lines must be extended in PPS before June 5, 2009 or this will have a negative effect on the staffing process. Assistant Professors who will separate from the University effective June 30, 2009 will not require extensions.

ADDITIONAL COMPENSATION—SUMMER SALARY

Summer salary compensation may be entered into the system now. Summer salary appointments must be added on a new appointment line, carrying with it the appropriate distribution line(s). The total summer salary may not exceed three-ninths for an academic year appointee. Summer session compensation must be included in that total.

Payment of summer salary must be calculated as a percentage of the monthly salary (at the one-ninth rate) with a begin date as of the first day of the month and an end date as the last day of the month. Begin and end dates in the middle of the month (specifically the months of June and September) will no longer be utilized. Deans' offices have been consulted and concur with this method of processing summer salary compensation. For

a list of appropriate title codes and DOS codes as well as further instructions on the processing of summer salary, refer to the Academic Personnel Procedures the Guidelines for Summer Salary Compensation for Ladder-Rank Faculty located on the Academic Personnel website under salary issues:
[http://academicpersonnel.ucr.edu/salary/UCR summer salary compensation guidelines 2009.doc](http://academicpersonnel.ucr.edu/salary/UCR%20summer%20salary%20compensation%20guidelines%202009.doc) and the Payroll/Personnel System Guidelines for Summer Salary Compensation: <http://www.accounting.ucr.edu/forms/sumsal.ppt> located on the Payroll Office web site. [Note: this is a PowerPoint presentation best viewed with Internet Explorer]

Using the 19 working days per month formula (APM 600, Table 1 <http://www.ucop.edu/acadadv/acadpers/apm/apm-600.pdf>), the maximum percent of summer salary that may be reported in June is .6316 and for September is .7368; these percentages should be calculated to ensure that the summer salary does not exceed the three-ninths compensation limit.

RETIREMENT CONTRIBUTIONS ON SUMMER SALARY

Effective July 1, 2001, an employer and employee contribution to the Defined Contribution Plan Pretax Account based on eligible summer salary will be provided in accordance with Academic Personnel Manual 190, Appendix G. Per UC policy (APM 190, Appendix G). Summer salary is not considered to be 'Covered Compensation'. Therefore, it is not included in the calculations of an individual's HAPC (Highest Average Plan Compensation) for determining a retirement benefit.
<http://www.ucop.edu/acadadv/acadpers/apm/apm-190-g.pdf>

NIH SALARY CAP

The NIH Salary Cap is a statutory limitation imposed by Congress on an individual's rate of pay directly chargeable to grants, cooperative agreements and contracts issued by the National Institutes of Health (NIH). Guidelines for the NIH Salary Cap are located on the Academic Personnel web site under salary issues:
<http://academicpersonnel.ucr.edu/salary/NIH%20Salary%20Cap%20Guidelines%20FY2009.pdf>. Recent audits conducted by the Department of Health and Human Services (DHHS) and internally by the University have identified non-compliance with the NIH salary limitation and have resulted in repayments to the federal government. DHHS has indicated that follow-up reviews of this issue are likely in the near future. It is important that departments follow policy set forth in the *UCR Guidelines for NIH Salary Cap* to properly implement this salary cap.

CAP COMPENSATION

Summer salary previously selected by members of the Committee on Academic Personnel (CAP) for their 2008-09 service should be entered in the Payroll/Personnel System before July 21. Home departments should have received a copy of the letter to the CAP member confirming his/her CAP compensation. These letters were mailed early in academic year 2008-09.

LEAVES

Academic leaves for 2009-10, including sabbatical leaves, may not be entered or updated in PPS until July 10, 2009.

NOTE: If you have already entered academic leaves effective July 1, 2009 or later, we ask that you reverse these entries at this time. Again, as stated above, premature entries will have a negative effect on the staffing process.

SUMMARY OF IMPORTANT DATES	
Before June 5, 2009	Assistant Professors with June 30, 2009 ending dates must be extended to June 30, 2011 (unless they will be separated from the University on June 30, 2009)
July 1 – July 10, 2009	On-line payroll entries that will affect Staffing should <u>NOT</u> be made during this time
July 10, 2009	Departments/Units should verify the accuracy of the centrally processed updated salaries on PPS
July 10, 2009	Academic leaves for 2009-10 may <u>NOT</u> be entered before this date

This communication is also accessible from the [Academic Personnel website](#) under "What's New" and "Salary Issues."

08-09 Year-End Staffing Budget Schedule

Sunday, May 31, 2009

- Departments must have their Staffing in balance. If Staffing is not balanced on June 1st, APB will debit the department's budget to cover any variance.
- BEAs for establishing/changing your permanent budget for 2009/10 must be processed by May 31, 2009.
- Permanent BEAs in the month of June can be done with the approval of your Dean/Vice Chancellor office and must be entered in UCRFS by July 7th using 6/30/09 as the journal date.

Friday, 6/5/2009

ASP end date extension to be processed by campus departments.

Wednesday, 6/10/2009

Budget (BSL) reports and Staffing files are due to OP with an "as of" date of 5/31/09.

Tuesday, 6/30/2009

- Departments must have their Staffing in balance. If Staffing is not balanced on July 2nd APB will debit the department's budget to cover any variance.
- Department cut-off for on-line payroll entries that will affect Staffing.
- Department cut-off for all 2008/09 BEAs.
- Department cut-off for provision adds, changes and deletions. (* Departments will not be able to access provisions until staffing is complete around the end of July).

Wednesday, 7/1/2009

Departments should not make any additional entries into PPS that affect Staffing until after July 10. (Note this date may change depending on the date we freeze PPS)

Friday, 7/3/09

Holiday

Monday & Tuesday, 7/6/09 thru 7/7/09

Payroll to enter academic merits and promotions into PPS.

Monday, 7/6/09

All permanent BEAs must be entered using 6/30/09 as the journal date.

Wednesday & Thursday 7/8/09 thru 7/9/09

- Costing reports run by OP.
- BEAs created and posted.

7/10/09 thru 7/13/09

APB will process any transactions needed for the final balancing of Staffing (includes late merits).

~~Wednesday~~

~~Thursday, 7/15/09~~

Final Staffing transmittal due to OP.
BSL Final Allocations File due to OP.

Friday, 8/7/09

BSL Post Purge File due to OP.