

DATE: April 18, 2012
TO: ACADEMIC DEPARTMENTS
FROM: ACADEMIC PERSONNEL OFFICE
RE: ACADEMIC MERITS & PROMOTIONS & OTHER SALARY RELATED
ACTIONS

2011/12 BUDGET & STAFFING PROCESS

No on-line payroll entries that will affect Staffing should be made from **July 1 through July 11**. If you are unclear as to whether an entry will affect Staffing, contact Lin Slocum (ext 2-6680 or linda.slocum@ucr.edu) in Resource Planning & Budget. The July 11 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 6**, 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, 2011 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. Departments are responsible for entering the merits and title code changes for Unit 18 faculty (Lecturer and Supervisor of Teacher Education only). Entries with an effective date of July 1 may be made prior to that date. **Departments should not make entries that may affect Staffing between July 1 through July 11.**

ASSISTANT PROFESSORS WITH JUNE 30, 2012 ENDING DATES:

Assistant Professors with June 30, 2012 ending dates must now be extended to June 30, 2014, even if a merit or promotion review action is still pending. Both the appointment and distributions lines must be extended in PPS before June 4, 2012 or this will have a negative effect on the staffing process. Assistant Professors who will separate from the University effective June 30, 2012 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. 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 Guidelines for Summer Salary Compensation for Ladder-Rank Faculty located on the Academic Personnel website under salary issues: <http://academicpersonnel.ucr.edu/salary/>

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 ..5263 and for September is ..7895; 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 was provided per UC policy (Academic Personnel Manual 190, Appendix G). Summer salary is not '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/NIHSalaryCapGuidelinesFY2012.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 2011-2012 service should be entered in the Payroll/Personnel System before July 20. Home departments should have received a copy of the letter to the CAP member confirming his/her CAP compensation. These letters were mailed in Winter Quarter 2011/12AY.

LEAVES

Academic leaves for 2012/13AY, including sabbatical leaves, may not be entered or updated in PPS until July 12, 2012.

NOTE: If you have already entered academic leaves effective July 1, 2012 or later, we ask that you reverse these entries at this time. Premature entries will have a negative effect on the staffing process.

SUMMARY OF IMPORTANT DATES

Before June 4, 2012	Assistant Professors with June 30, 2012 ending dates must be extended to June 30, 2014 (unless they will be separated from the University on June 30, 2012)
June 1-30, 2011	Unit 18 merits and title code changes with July 1 effective dates may be entered during this time.
July 1 – July 11, 2012	On-line payroll entries that will affect Staffing should <u>NOT</u> be made during this time
July 9, 2012	Departments/Units should verify the accuracy of the centrally processed updated salaries on PPS
July 12, 2012	Academic leaves for 2010-11 may <u>NOT</u> be entered before this date

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

For questions or assistance, please send an email to apomail@ucr.edu.