

Guide on Entering Effort Bearing Summer Salary in UCPATH

Effort bearing can be identified when a faculty member is performing sponsored research paid with a Contract or Grant that requires effort to be tracked and reported. The Concurrent Job is entered via a SmartHR Template.

1. Check to see if you have an existing vacant position

Navigation: PeopleSoft Menu > Organizational Development > Position Management > Position Summary

- i. If there is a vacant position, verify it's suitable for the type of activity. Certain position details may need to be updated (e.g., FTE, Reports-to position, Department, salary admin plan).

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 Results
View All

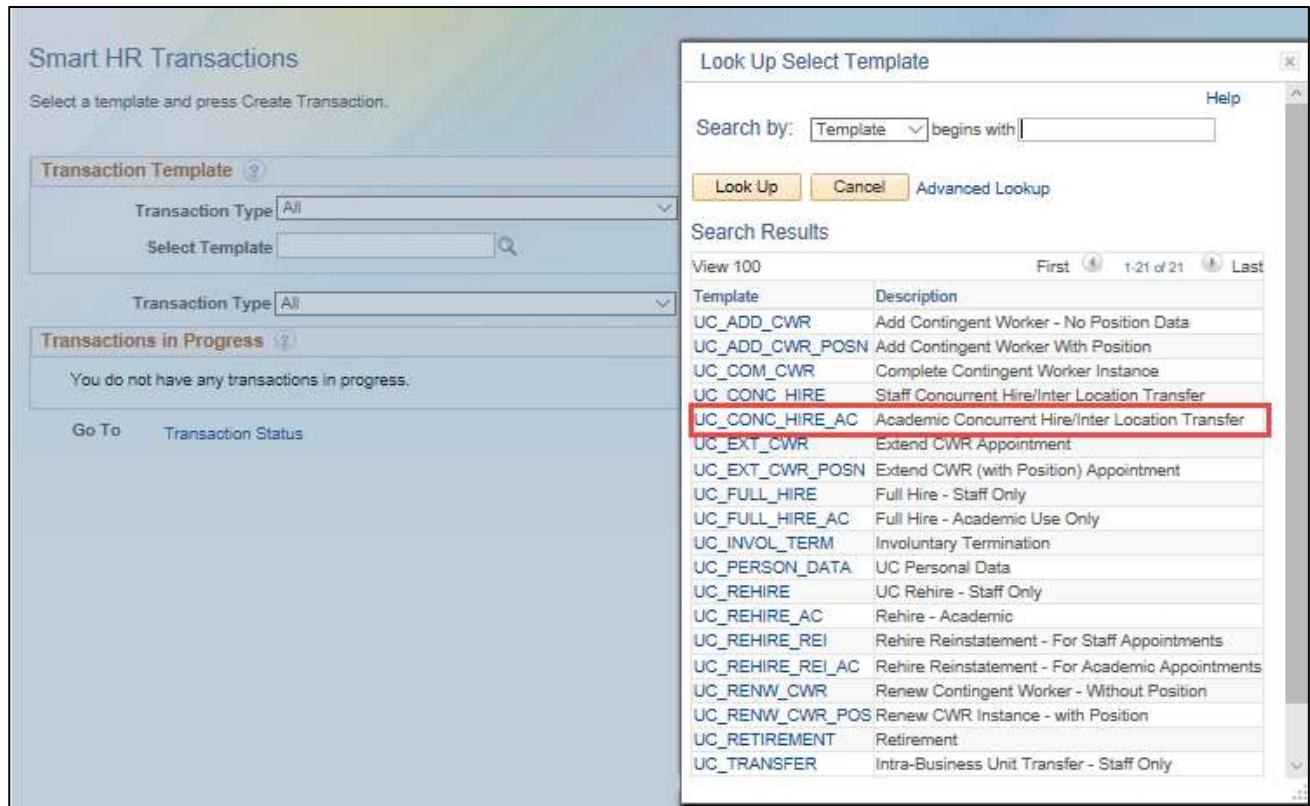
Position Number
40281795
40281804
40281997
40282028
40282079
40282173
40282179

First 1-100 of 125 Last

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	0 out of 1

Search **Clear** **Basic Search** **Save Search Criteria**

2. Select the UC_CONC_Hire_AC template
Reason Code: Academic Concurrent Hire



The screenshot shows the 'Smart HR Transactions' interface. On the right, a 'Look Up Select Template' dialog box is open. It has a search bar with 'Template' selected and 'begins with' as the search criteria. Below the search bar are 'Look Up', 'Cancel', and 'Advanced Lookup' buttons. The 'Search Results' section shows a table with 21 items. The 'UC_CONC_HIRE_AC' row is highlighted with a red border.

Template	Description
UC_ADD_CWR	Add Contingent Worker - No Position Data
UC_ADD_CWR_POSN	Add Contingent Worker With Position
UC_COM_CWR	Complete Contingent Worker Instance
UC_CONC_HIRE	Staff Concurrent Hire/Inter Location Transfer
UC_CONC_HIRE_AC	Academic Concurrent Hire/Inter Location Transfer
UC_EXT_CWR	Extend CWR Appointment
UC_EXT_CWR_POSN	Extend CWR (with Position) Appointment
UC_FULL_HIRE	Full Hire - Staff Only
UC_FULL_HIRE_AC	Full Hire - Academic Use Only
UC_INVOL_TERM	Involuntary Termination
UC_PERSON_DATA	UC Personal Data
UC_REHIRE	UC Rehire - Staff Only
UC_REHIRE_AC	Rehire - Academic
UC_REHIRE_REI	Rehire Reinstatement - For Staff Appointments
UC_REHIRE_REI_AC	Rehire Reinstatement - For Academic Appointments
UC_RENW_CWR	Renew Contingent Worker - Without Position
UC_RENW_CWR_POS	Renew CWR Instance - with Position
UC_RETIREMENT	Retirement
UC_TRANSFER	Intra-Business Unit Transfer - Staff Only

3. Review Position details before entering the Position number on the Smart HR Template.
 - a. Certain position details may need to be updated prior to submitting a concurrent hire template. Position details to review:
 - i. Effective Date of Position
 - ii. FTE
 - iii. Reports-To Position (Supervisor)
 - iv. Department ID
 - v. Salary Admin Plan

5. Using the Summer Salary Worksheet, determine if you need to set up an additional concurrent job.

Example below shows that in July they will be paid July 1-31st, for a total of 23 days.

First concurrent job: 1.00 FTE

Second concurrent job: 0.2105 FTE

Faculty Name: _____ Department: _____
 Title/Step: _____ Total # of Days: 28

June 2020							July 2020							August 2020							September 2020						
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	6				1	2	3	4	2	3	4	5	6	7	8			1	2	3	4	5
7	8	9	10	11	12	13	5	6	7	8	9	10	11	9	10	11	12	13	14	15	6	7	8	9	10	11	12
14	15	16	17	18	19	20	12	13	14	15	16	17	18	16	17	18	19	20	21	22	13	14	15	16	17	18	19
21	22	23	24	25	26	27	19	20	21	22	23	24	25	23	24	25	26	27	28	29	20	21	22	23	24	25	26
28	29	30					26	27	28	29	30	31	1	30	31						27	28	29	30			
Available Days: 7							Available Days: 0							Available Days: 21							Available Days: 19						
Job FTE for June: 0.2632							Job FTE for July: 1.2105							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	0.263158	\$200,000		\$197,300	\$1,521.20	\$4,326.76
July	23	Conc Job	1.210526	\$200,000		\$197,300	\$6,997.51	\$19,903.07
			0.000000					\$0.00
			0.000000					\$0.00

Capped Rate is taken into account when calculating the Amount to be Paid

Summer Salary is applied in whole month increments (19 days).

6. Unpaid Cap Gap Processing

- Processing unpaid cap gap can be identified during the concurrent hire process, or as a PayPath Action on the Job Data tab.
- Use the Job Earnings distribution section identify GAP earn code to split the amount that should not be paid.

Action: JED

Action Reason: JED

Job Data Find | View All First 1 of 1 Last

Effective Date: 04/01/2020
Effective Sequence: 0

Action: JED Earnings Distribution Change
Action Reason: JED Negotiated Compensation Plans

Current Effective Date: 03/01/2019 Current Action: DTA Data Change
Current Eff Sequence: 0 Current Action Reason: ONV CONV: Conversion row

Position Number: 40234801 ASSDC PROF-AY
Business Unit: IRCMP UC Irvine Campus
Department: IR8081 COGNITIVE SCIENCES
Location Code: C-8346 SOC&BEH SCI
Job Code: 001200 ASSDC PROF-AY
Union Code: A8 Academic Senate - Irvine

Reports To Position Number: 40235245 PROF-AY 10243221 Kristy Guanio
FLSA Status: Exempt

Salary Administration Plan: T001 Establishment ID: UCI UC Irvine
Salary Grade: 2 Step: 4
FTE: 1.000000 Employee Class: 9 Academic: Faculty
Appointment End Date: End Job Automatically:

Earnings Distribution Type: By Percent
Comp Rate: 9,241.870000 Standard Hours: 40.00 Pay Frequency: UC912 UC 9/12 - AY

Pay Components Personalize | Find | First 1-2 of 2 Last

Rate Code	Comp Rate	Compensation Frequency
1 UCANNL	91,800.000000	Annual
2 UCOFF1	18,300.040000	Annual

Earnings Distribution Personalize | Find | First 1-2 of 2 Last

*Earnings Code	Comp Rate	Distribution %
1 ACR Additional Comp-Research	8,931.252500	75.000
2 GAP Unpaid Cap Gap	2,310.417500	25.000

Please refer to the [Unpaid Cap Gap Job Aid](#) for processing steps and additional information.