Guide on Entering Effort Bearing Summer Salary in UCPaPath

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

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
4. After the concurrent hire has been completed at the UCPath Center, submit a PayPath Action on the Job Data tab to add Earning Distribution data for Summer Salary. Update Job Earnings Distribution (JED) tab on Concurrent Hire
   a. Effective Date should reflect first day of the month of when Faculty’s Summer Salary Starts.
   b. Reason: JED / Action Reason: JED
   c. Earnings Distribution Type: By Percent
   d. Distribution % field should equal 100% (100.00)
      i. If using more than one Earn Code, distribution should be combined to reach 100%
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

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

Action: JED
Action Reason: JED

Please refer to the Unpaid Cap Gap Job Aid for processing steps and additional information.