

## Job Aid: Summer Salary Processing

### Overview

This job aid provides UC guidelines. Local business process determines if compensation is handled through job or additional pay. The information presented in this job aid summarizes relevant policy and procedural information and does not address every possible situation.

**Summer salary** may be paid to academic appointees for teaching, research or service performed during the summer period. In most cases, it is considered “Additional Compensation” for current University appointees and is allowed only in specific circumstances to eligible appointees as outlined in the Academic Personnel Manual. For represented appointees covered by a Memorandum of Understanding (MOU), eligibility for summer salary is determined by the terms of the MOU.

### Academic-Year Appointees

- ◆ May receive additional compensation of up to 1/3 (one-third) of the annual salary rate over 57 days for conducting summer research, teaching or service.
- ◆ Monthly summer salary payments may be made at a set rate of 1/9 (one-ninth) of the annual salary per month.
- ◆ Due to the higher number of working days in the months of July and/or August (quarter campuses) or June and/or July (semester campuses), pay may exceed 1/9 of the annual rate, therefore FTE may exceed 1.00. It may be necessary to add a second concurrent summer appointment in UCPath to cover the excess.
- ◆ Total summer compensation may not exceed 3/9 (one-third) of the annual salary rate.

### Fiscal-Year Appointees

- ◆ May receive additional compensation of up to 1/12 (one-twelfth) of the annual salary performed during vacation leave.
- ◆ Professor, Astronomer or Agronomist series appointed prior to July 1, 2014 are eligible for payments of up to 1/11 (one-eleventh) of their annual salary.
- ◆ A corresponding number of accrued vacation days must be deducted.
- ◆ While often referred to as “summer salary,” the 1/12 or 1/11 compensation is better termed “vacation salary” and can be earned at any time of the year.

### Paid on Current Job as Additional Pay or on a Concurrent Job?

- ◆ Summer salary can be paid as additional pay if it is for job-related activities performed during off-duty periods, such as summer or vacation.
  - ◆ For Senate faculty, this includes teaching, research and service.
  - ◆ For non-senate appointees, the location must determine if the summer activity is job-related.

## Job Aid: Summer Salary Processing

- ◆ A concurrent job is needed:
  - ◆ If the funding source requires that effort must be tracked.
  - ◆ For non-instructional appointees and Unit IX Lecturers teaching in Summer Session.
- ◆ A new primary job is required if the summer appointment is the only job.

### Miscellaneous Summer Compensation

- ◆ Earn Codes **ADC - Additional Comp-General** (hr or amt) and **ACN - Additional Comp-Gen-No RTMT** (hr or amt)
- ◆ Job Code **1650**
- ◆ Used for additional summer compensation for academic appointees providing services that are not summer research, administrative or teaching in Summer Session. Examples:
  - ◆ Curriculum development.
  - ◆ COSMOS (summer program of high school students).

### Summer Salary Matrices

This job aid provides the following summer salary matrices. Click the link to navigate directly to the selected matrix.

- ◆ [Summer Salary Research Matrix \(1 of 2\)](#): Summer salary research that is grant funded and requires effort reporting.
- ◆ [Summer Salary Research Matrix \(2 of 2\)](#): Summer salary research that does not require effort reporting.
- ◆ [Administrative Work](#): Administrative work for academic appointee.
- ◆ [Summer Session Teaching \(1 of 2\)](#): Summer session teaching for academic appointee who already has faculty job (excluding Unit 18 Lecturers).
- ◆ [Summer Session Teaching \(2 of 2\)](#): Lecturer in summer session (Unit 18).
- ◆ [NSTP Summer Research](#): NSTP faculty doing summer research.
- ◆ [Summer Salary when Unpaid Leave of Absence during Fall Quarter](#): AY faculty member who is on a leave without pay during fall quarter.

## Job Aid: Summer Salary Processing

### Summer Salary Research Matrix (1 of 2)

Employee Type	Population	How to Enter	Example Data Elements	Other Notes
<p>Summer salary research that is grant funded and requires effort reporting.</p> <p>If a faculty member is not enrolled in NSTP.</p>	<ul style="list-style-type: none"> <li>Eligible AY or FY academic appointee (not enrolled in NSTP) who performs summer research that requires effort reporting.</li> <li>Example: AY faculty member is working on a research grant and plans to take 1 ninth in July, 0.75 ninth in August, and 0.5 ninth in Sept (quarter campus) or 0.25 ninth in May, 0.75 ninth in June, 1 ninth in July, and 0.5 ninth in Sept (semester campus)</li> <li>Example: FY faculty member is working on a research grant and plans to take 1/11 or 1/12 in August.</li> <li>Does not apply to students.</li> </ul>	<p>Add as compensation in <b>new job record</b> with appropriate earn code in <b>Job Earnings Distribution</b> (JED).</p>	<p><b>Job Code</b></p> <ul style="list-style-type: none"> <li>Additional job is Research-AY-1/9, Research-&lt;Ladder-Rank Scale-FY or Research-FY job code (with appropriate rank and scale type)*</li> </ul>	<ul style="list-style-type: none"> <li>Summer salary rate is based on the regular base salary rate.                             <ul style="list-style-type: none"> <li>If academic job is above scale or off-scale, then summer salary research job will be above scale or off-scale.</li> </ul> </li> <li>AY salary rate during the summer is higher than the monthly rate for rest of year.                             <ul style="list-style-type: none"> <li>Paid 1/9th of annual rate per month during summer vs. 1/12th of annual rate per month during regular AY.</li> </ul> </li> <li>FY appointees can take the summer salary any time of year but generally is taken in the summer.</li> <li>FY academic appointees are typically paid regular 1/12th rate but there are some that are grandfathered to be paid 1/11th.</li> <li>FY academic appointees forfeit vacation hours in order to accept the Summer Salary payment.</li> <li>Over-the-cap (OTC) earnings will not be indicated by Earn Code. Up-to-the-cap and OTC earnings will both be tied to same Earn Code but with an OTC Indicator to distinguish between the two.</li> <li>Locations should use the Summer Salary Limits report to actively monitor compliance of the 3/9ths limit.</li> <li>Majority of summer ninths recipients are eligible for the special summer 403b contribution. Fiscal-year and non-UCRP participants receiving summer research compensation are not eligible.</li> </ul>
			<p><b>Comp Freq</b></p> <ul style="list-style-type: none"> <li>UC_9M (AY faculty performing research during the summer)</li> <li>UC_12 (FY academic appointee performing research)</li> <li>UC_11 (grandfathered FY academic appointee performing research)</li> </ul>	
			<p><b>FTE</b></p> <ul style="list-style-type: none"> <li>Total can be &gt;1.0 across multiple jobs.</li> <li>Concurrent job should be added if &gt;1.0.</li> <li>Can fluctuate each month.</li> </ul>	
			<p><b>Earn Code</b></p> <ul style="list-style-type: none"> <li>ACR "Additional Comp-Research" (hrs or amt)</li> <li>AFR "Additional Comp-FY Research" (hrs or amt)</li> </ul>	

## Job Aid: Summer Salary Processing

### Summer Salary Research Matrix (2 of 2)

Employee Type	Population	How to Enter	Example Data Elements		Other Notes
<p>Summer salary research that does not require effort reporting.</p> <p>Appointee's existing job has research as a duty.</p> <p>If a faculty member is not enrolled in NSTP.</p>	<ul style="list-style-type: none"> <li>Eligible AY or FY-academic appointee (not enrolled in NSTP) who performs summer research that does not require effort reporting.</li> <li>Example: AY faculty member is paid 2 summer ninths over the summer from initial complement startup funds or private research funds or endowment.</li> <li>Does not apply to students.</li> </ul>	<p>Add as <b>additional pay</b> on existing job.</p> <ul style="list-style-type: none"> <li><b>Recurring</b> if amounts are the same each month.</li> <li><b>One-time</b> if amounts differ each month.</li> </ul>	<p><b>Job Code</b></p> <p><b>Comp Freq</b></p> <p><b>FTE</b></p> <p><b>Earn Code</b></p>	<ul style="list-style-type: none"> <li>Additional pay is paid on existing academic job.</li> <li>Associated to existing academic job.</li> <li>Associated to existing academic job.</li> <li>ACR "Additional Comp-Research" (hrs or amt)</li> <li>AFR "Additional Comp-FY Research" (hrs or amt)</li> </ul>	<ul style="list-style-type: none"> <li>See "Other Notes" from employee type: "Summer salary research that is grant funded requiring effort reporting."</li> <li>It is possible to submit a concurrent hire with 0 FTE and \$0 compensation, but with additional pay for summer research. <ul style="list-style-type: none"> <li>Would only occur with Multilocation Appointment (MLA) scenarios, not when employee is paid by single location.</li> </ul> </li> <li>Majority of summer ninths recipients are eligible for the special summer 403b contribution. Fiscal-year and non-UCRP participants receiving summer research compensation are not eligible.</li> </ul>

## Job Aid: Summer Salary Processing

### Administrative Work

Employee Type	Population	How to Enter	Example Data Elements		Other Notes
Administrative work for academic appointee whose existing job has admin work as a duty.	<ul style="list-style-type: none"> <li>Includes faculty administrators, academic coordinators, and academic administrators who perform administrative work in the summer (e.g., committee service, department chair).</li> </ul>	Add as <b>additional pay</b> on existing job. <ul style="list-style-type: none"> <li><b>Recurring</b> if amounts are the same each month.</li> <li><b>One-time</b> if amounts differ each month.</li> </ul>	<b>Job Code</b>	<ul style="list-style-type: none"> <li>Additional pay is paid on existing job with administrative duties (for example, 1096 department chair job code).</li> </ul>	<ul style="list-style-type: none"> <li>Majority of summer ninths recipients are eligible for the special summer 403b contribution. Fiscal-year and non-UCRP participants receiving summer administrative compensation are not eligible.</li> </ul>
			<b>Comp Freq</b>	<ul style="list-style-type: none"> <li>Associated to existing job.</li> </ul>	
			<b>FTE</b>	<ul style="list-style-type: none"> <li>Associated to existing job.</li> </ul>	
			<b>Earn Code</b>	<ul style="list-style-type: none"> <li>ACA "Additional Comp-Admin" (hour or amt).</li> </ul>	
Administrative work for academic appointee who doesn't have existing job with admin as a component.	<ul style="list-style-type: none"> <li>Could be acting/interim administrator who is paid summer salary.</li> <li>Example: Faculty member is appointed as a department chair and is compensated 2 ninths for department chair position.</li> <li>Academic Senate committee members who meet during the summer.</li> <li>Does not apply to students.</li> </ul>	Add the <b>administrative job</b> with 0 FTE and \$0 compensation and then apply <b>additional pay</b> to the new job.	<b>Job Code</b>	<ul style="list-style-type: none"> <li>Additional job is has administrative duties (for example, 1096 department chair job code).</li> </ul>	
			<b>Comp Freq</b>	<ul style="list-style-type: none"> <li>UC_9M</li> <li>UC_12</li> <li>UC_11</li> </ul>	
			<b>FTE</b>	<ul style="list-style-type: none"> <li>Total can be &gt; 1.0 across multiple jobs.</li> <li>Can fluctuate each month.</li> </ul>	
			<b>Earn Code</b>	<ul style="list-style-type: none"> <li>ACA "Additional Comp-Admin" (hour or amt)</li> </ul>	

## Job Aid: Summer Salary Processing

### Summer Session Teaching (1 of 2)

Employee Type	Population	How to Enter	Example Data Elements	Other Notes
Summer session teaching for academic appointee who already has faculty job (excluding Unit 18 Lecturers).	<ul style="list-style-type: none"> <li>Senate faculty teaching in summer session.</li> <li>Faculty Administrators and Deans.</li> <li>Non-Unit 18 instructional titles.</li> <li>Does not apply to students.</li> </ul>	Add as <b>additional pay</b> on existing job. <ul style="list-style-type: none"> <li><b>Recurring</b> if amounts are the same each month.</li> <li><b>One-time</b> if amounts differ each month.</li> </ul>	<b>Job Code</b> <ul style="list-style-type: none"> <li>Additional pay is paid on existing instructional academic job.</li> </ul>	<ul style="list-style-type: none"> <li>Each location has its own summer session program which determines session amount (could be flat amount).</li> <li>FY faculty administrators and deans must forfeit vacation hours in order to accept the Summer Session payment.</li> <li>FY academic appointees will either reduce percent effort on their existing job or forfeit vacation hours in order to accept the Summer Session payment.</li> <li>Eligible FY faculty may use Outside Professional Activity days (APM-025) in lieu of vacation or reduction in percent effort.</li> </ul>
			<b>Comp Freq</b> <ul style="list-style-type: none"> <li>Associated to existing job.</li> </ul>	
			<b>FTE</b> <ul style="list-style-type: none"> <li>Associated to existing job.</li> </ul>	
			<b>Earn Code</b> <ul style="list-style-type: none"> <li>ACS "Additional Comp-Summer Session-DCP" (hrs or amt).</li> <li>ASN "Additional Comp-Summer Session-No DCP" (hrs or amt) – Use when additional pay is on FY appointment.</li> </ul>	

## Job Aid: Summer Salary Processing

### Summer Session Teaching (2 of 2)

Employee Type	Population	How to Enter	Example Data Elements		Other Notes
Lecturer in summer session (Unit 18).	<ul style="list-style-type: none"> <li>Unit 18 lecturers.</li> <li>Non-instructional academic titles.</li> <li>No existing summer job at the campus.</li> <li>Staff employees.</li> <li>Does not apply to students.</li> </ul>	For flat-rate pay, <b>add the academic job</b> and then apply <b>additional pay</b> to the new job.	<b>Job Code</b>	<ul style="list-style-type: none"> <li>New or additional job is 1550 job code.</li> </ul>	<ul style="list-style-type: none"> <li>Job code 1550 is currently not eligible for special summer salary 403B contribution.</li> <li>Paid as flat amount.</li> <li>Summer session teaching appointment may be the only job and if so, wages and hours must be reported for ACA purposes.</li> <li>Academic student employees in summer session are hired per established campus practice.</li> </ul>
<b>Comp Freq</b>	<ul style="list-style-type: none"> <li>UC_9M</li> <li>M</li> </ul>	<b>FTE</b>	<ul style="list-style-type: none"> <li>No special rules.</li> </ul>		
<b>Earn Code</b>	<ul style="list-style-type: none"> <li>ASN "Additional Comp-Summer Session-No DCP" (hrs or amt).</li> </ul>				

## Job Aid: Summer Salary Processing

### NSTP Summer Research

Employee Type	Population	How to Enter	Example Data Elements		Other Notes
NSTP faculty doing summer research that is grant funded requiring effort reporting.	<ul style="list-style-type: none"> <li>Negotiated Salary Trial Program (NSTP).</li> </ul>	Add as compensation in <b>new job record</b> with appropriate earn code in <b>Job Earnings Distribution (JED)</b> .	<b>Job Code</b>	<ul style="list-style-type: none"> <li>New job record will be Research-AY-1/9, Research-Ladder-Rank Scale-FY or Research-FY job code (with appropriate rank and scale type). *</li> </ul>	<ul style="list-style-type: none"> <li>If paid on research funds needing effort reporting, then calculate summer salary rate (1/9, 1/12 or 1/11) based on Total Negotiated Salary (TNS): the annualized rate for their primary job, including base pay plus the negotiated NSTP component.</li> <li>Additional job needed for effort reporting.</li> <li>If not paid on research funds needing reporting, then calculate the flat amount based on the TNS and pay through additional pay on the eligible faculty job.</li> </ul>
			<b>Comp Freq</b>	<ul style="list-style-type: none"> <li>UC_9M</li> <li>UC_12</li> <li>UC_11</li> </ul>	
			<b>FTE</b>	<ul style="list-style-type: none"> <li>Total can be &gt;1.0 across multiple jobs.</li> <li>Concurrent job should be added if &gt;1.0.</li> <li>Can fluctuate each month.</li> <li>FTE for the eligible faculty job and concurrent research job will differ.</li> </ul>	
			<b>Earn Code</b>	<ul style="list-style-type: none"> <li>ACR "Additional Comp-Research" (hrs or amt).</li> <li>AFR "Additional Comp-FY Research" (hrs or amt).</li> </ul>	
NSTP faculty doing summer research that does not require effort reporting.		Add as <b>additional pay</b> on existing job. <ul style="list-style-type: none"> <li><b>Recurring</b> if amounts are the same each month.</li> <li><b>One-time</b> if amounts differ each month.</li> </ul>	<b>Job Code</b>	<ul style="list-style-type: none"> <li>Additional pay is paid on existing eligible faculty job.</li> </ul>	
			<b>Comp Freq</b>	<ul style="list-style-type: none"> <li>Associated to existing eligible faculty job.</li> </ul>	
			<b>FTE</b>	<ul style="list-style-type: none"> <li>Associated to existing eligible faculty job.</li> </ul>	
			<b>Earn Code</b>	<ul style="list-style-type: none"> <li>ACR "Additional Comp-Research" (hrs or amt).</li> <li>AFR "Additional Comp-FY Research" (hrs or amt).</li> </ul>	



## Job Aid: Summer Salary Processing

### Summer Salary When Unpaid Leave of Absence During Fall Quarter

Employee Type	Population	How to Enter	Example Data Elements		Other Notes
<p>AY faculty member who is on a leave without pay during fall quarter.</p>	<ul style="list-style-type: none"> <li>AY Professorial Job Codes.</li> </ul>	<p>If additional pay is normally issued on the Professorial job:</p> <ul style="list-style-type: none"> <li>Add concurrent job (Prof-1/9) and then apply <b>additional pay</b>.</li> <li>The new concurrent job must be excluded from the leave using the <b>Job Override</b> tab in the <b>Extended Absence</b> request.</li> </ul>	<p><b>Job Code</b></p> <p><b>Comp Freq</b></p> <p><b>FTE</b></p> <p><b>Earn Code</b></p>	<ul style="list-style-type: none"> <li>Corresponding 1/9 job code.</li> <li>UC_9M.</li> <li>No special rules.</li> <li>No special rules.</li> </ul>	<ul style="list-style-type: none"> <li>Though the fall and summer pay periods overlap, the summer compensation (for July and August) is allowable. Additional pay issued on the Professorial position/job (for example, summer session teaching) is blocked when the leave without pay is processed. Therefore, a concurrent job should be added to allow the additional pay.</li> <li>Research summer salary and administrative summer salary should be okay because those are paid on separate positions/jobs as long as those jobs are excluded from the leave using the <b>Job Override</b> tab in the <b>Extended Absence</b> request.</li> </ul>

## Job Aid: Summer Salary Processing

### Transactional Support

For assistance with UCPath transaction entries, refer to the simulations in the **UCPath Help** site. Note: The simulations focus on the steps to perform the appropriate transaction type and are not specific to summer salary. The **UCPath Help** site is on the **Help / FAQ** menu in UCPath.

#### Simulations in the UCPath Help Site:

Simulation Title	UCPath Help Site Navigation
Initiate New Position Control Request	Workforce Administration > PHCMWFAL300: Position Control > Initiate New Position Control Request
Initiate Concurrent Hire Template Transaction (Acad)	Workforce Administration > PHCMWFAL250: Template Transactions – Part I > Initiate Concurrent Hire Template Transaction (Acad)
Initiate Full Hire Template Transaction (Acad)	Workforce Administration > PHCMWFAL250: Template Transactions – Part I > Initiate Full Hire Template Transaction (Acad)
Submit One-Time Payment Request	Payroll > PHCMPAYL200: Additional Compensation and Payroll Requests > Submit One-Time Payment Request
Submit Recurring Additional Pay Request	Payroll > PHCMPAYL200: Additional Compensation and Payroll Requests > Submit Recurring Additional Pay Request
Initiate Additional Pay PayPath Transaction	Workforce Administration > PHCMWFAL270 PayPath Transaction > Initiate Additional Pay PayPath Transaction
Initiate Job Earnings Distribution PayPath Transaction (Acad)	Workforce Administration > PHCMWFAL270 PayPath Transaction > Initiate Job Earnings Distribution PayPath Transaction (Acad)
Initiate Job Data Change + Additional Pay PayPath Transaction (Acad)	Workforce Administration > PHCMWFAL270 PayPath Transaction > Initiate Job Data Change + Additional Pay PayPath Transaction (Acad)

\* **Job Codes for additional job for Summer Research.** Select the appropriate job code based on rank, scale and comp freq (AY/FY).

- ◆ **Academic Year Ladder-Rank Scale** (001982, 001984, 001986, 003205, 003215, or 003225)
- ◆ **Fiscal Year Ladder-Rank Scale** (001990, 001991, 001992, 003201, 003211, or 003221)
- ◆ **Fiscal Year** (001987, 001988, 001989, 003200, 003210, or 003220)