Additional Compensation for Academic Personnel
<table>
<thead>
<tr>
<th><strong>Name:</strong></th>
<th>Carmela Torres</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title:</strong></td>
<td>Academic Personnel Compensation Specialist</td>
</tr>
<tr>
<td><strong>Department:</strong></td>
<td>Academic Personnel</td>
</tr>
<tr>
<td><strong>Years at UC:</strong></td>
<td>11.5</td>
</tr>
<tr>
<td><strong>Experience:</strong></td>
<td>Academic Personnel, 7.25 years at UCR and 4.25 years at UCLA</td>
</tr>
</tbody>
</table>
Participants Introduction

Name:
Title:
Department:
Years at UC:
Housekeeping

Cell Phones

Restrooms
Additional Compensation

**IMPROVEMENTS**

- In the future state, most additional compensation does not require a different appointment which minimizes the number of appointments for an employee
- The ability to upload files for one time payments (TBD)

**BENEFITS**

- Uniformity and standard data entry of additional pay transactions
- Ability to upload files with multiple transactions (TBD)
Suggested Pre-Requisites

- UCRPDM100: Position Data Management
- NAV105: Basics and Navigation
- WFA270: PayPath Transactions, Part 1
- PHCMPAYL200: Additional Compensation and Pay Adjustments Requests
Learning Objectives

1. Identify the roles, tasks and terminology for academic additional compensation transactions.

2. Demonstrate the ability to submit academic additional compensation transactions in ServiceLink and UCPath.
Learning Objectives (continued)

3. Demonstrate knowledge of when to enter summer compensation as an additional job versus when to enter it as additional compensation.

4. Demonstrate the ability to understand additional compensation earn codes and the terminology associated with additional compensation.
Additional Compensation

Essential Roles

1: Academic Employee (*accepts additional workload*) → Offline

2: AP Business Partner (Initiator) → ServiceLink

3: AP Central Office (Consultation) → Offline

4: Shared Services Center (Fulfiller) → UCPath

5: Shared Services Center (AWE Approver) → UCPath

6: ORG/Dept./SSC (Inquirers) → ServiceLink
Additional Compensation Types

One-Time – paid on a single pay cycle or non-consecutive pay cycles

Recurring – paid over multiple consecutive pay cycles or a single pay cycle
One-Time Additional Compensation

One-Time Additional Pay

- Honorariums
- Summer Session Teaching Payments
- UNEX Payments
Recurring Additional Compensation

Recurring Additional Pay

- Stipends
- Summer Research Payments
- Faculty Housing Allowance
- Summer Differential Payments
One-Time Pay
All requests will initiate in ServiceLink which can be accessed through R'Space > Training & Tools > Tools
In ServiceLink, select Generic Request
Choose “Other” for Transaction Type which will populate “Other Reason”
One-Time Pay

PayPath Actions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

- Empl ID
- Empl Record
- Name
- Last Name
- Business Unit
- Position Number
- Department
- Job Code
- Employee Classification
- Employee Status

Search
Clear
Basic Search
Save Search Criteria

Self Service Transaction Links

One-Time Payments
Submit one-time payments for approval
Approve One Time Pay
Approve One Time Payment Request

Upload One-Time Payment File
Submit one-time payment file for approval
Approve One Time File
Approve One Time File Upload Request

Payroll Request
Submit Final Pay or Off-Cycle Payment For Approval
Approve Payroll Requests
Approve Payroll Requests

Manage Accruals
Submit Payouts, Accruals, Adjustments, Takes and Hours adjustments for approval
Upload E-084 File
Upload i-181 format file into Manage Accruals to create transactions and initiate AWE

Additional Pay
Grant an employee additional pay
Approve Additional Pay
Approve Additional Pay Request
One-Time Pay

The fastest, most accurate way to search for an employee is by EmplID; the second best way is to search by last name.
When you click the magnifying glass, the available earn codes are populated based on the employee’s Pay Group.
## Additional Compensation Earn Codes

<table>
<thead>
<tr>
<th>Earnings Code Description</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Earnings Codes - System Cd</td>
<td>$AC</td>
<td></td>
</tr>
<tr>
<td>N/A - Retro Place Holder</td>
<td>$NA</td>
<td></td>
</tr>
<tr>
<td>Academic Award Program</td>
<td>AAP</td>
<td></td>
</tr>
<tr>
<td>Additional Comp-Admin</td>
<td>ACA</td>
<td></td>
</tr>
<tr>
<td>Additional Comp-Consulting</td>
<td>ACF</td>
<td></td>
</tr>
<tr>
<td>Additional Comp-Gen-No RTMT</td>
<td>ACN</td>
<td></td>
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<tr>
<td>Additional Comp-Research</td>
<td>ACR</td>
<td></td>
</tr>
<tr>
<td>Additional Comp-Summer-DCP</td>
<td>ACS</td>
<td></td>
</tr>
<tr>
<td>Additional Comp-Teaching</td>
<td>ACT</td>
<td></td>
</tr>
<tr>
<td>Additional Comp-Extensions</td>
<td>ACX</td>
<td></td>
</tr>
<tr>
<td>Additional Comp-General</td>
<td>ADC</td>
<td></td>
</tr>
<tr>
<td>Additional Comp-FY Research</td>
<td>AFR</td>
<td></td>
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<tr>
<td>Annuity Payments</td>
<td>ANN</td>
<td></td>
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<tr>
<td>Additional Comp-Public Health</td>
<td>APH</td>
<td></td>
</tr>
<tr>
<td>Additional Comp-Summer-No DCP</td>
<td>ASN</td>
<td></td>
</tr>
<tr>
<td>Incentive Award</td>
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<td></td>
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<tr>
<td>Benefits Billing</td>
<td>B2B</td>
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<tr>
<td>Bonus</td>
<td>BON</td>
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<tr>
<td>Collective Bargaining-Flat Amt</td>
<td>CBN</td>
<td></td>
</tr>
<tr>
<td>Child Care Assistance</td>
<td>CCA</td>
<td></td>
</tr>
<tr>
<td>Summer Differential</td>
<td>CIF</td>
<td></td>
</tr>
<tr>
<td>Fair Market Value - Taxable</td>
<td>FMV</td>
<td></td>
</tr>
<tr>
<td>Faculty Recruitment Allowance</td>
<td>FRA</td>
<td></td>
</tr>
<tr>
<td>FSA Unsub Claim</td>
<td>FSA</td>
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<tr>
<td>Unpaid Cap Gap</td>
<td>GAP</td>
<td></td>
</tr>
<tr>
<td>Honorarium</td>
<td>HON</td>
<td></td>
</tr>
<tr>
<td>Housing Allowance</td>
<td>HSG</td>
<td></td>
</tr>
<tr>
<td>Incentive Pay</td>
<td>ICP</td>
<td></td>
</tr>
<tr>
<td>Involuntary Term-Lump Sum</td>
<td>ITL</td>
<td></td>
</tr>
<tr>
<td>Involuntary Term-Pay In Lieu</td>
<td>ITP</td>
<td></td>
</tr>
<tr>
<td>Involuntary Term-Severance</td>
<td>ITS</td>
<td></td>
</tr>
<tr>
<td>Leave No Pay JED</td>
<td>LPJ</td>
<td></td>
</tr>
<tr>
<td>Lump Sum-No Retirement</td>
<td>LSN</td>
<td></td>
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<tr>
<td>Lump Sum-Retirement</td>
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<td></td>
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<tr>
<td>Moving Expenses-Pay</td>
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<td></td>
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<tr>
<td>Moving Expenses-Imputed</td>
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<td></td>
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<tr>
<td>Moving Reimbursement Non-Tax</td>
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<td></td>
</tr>
<tr>
<td>Noncash Award</td>
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<td></td>
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<tr>
<td>Negotiated Sal Plan-Additional</td>
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</tr>
<tr>
<td>Overpayment</td>
<td>OVP</td>
<td>Paid Direct-Earnings</td>
</tr>
<tr>
<td>Paid Contract Paid not Earned</td>
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</tr>
<tr>
<td>Perq-House-Meal-Taxable</td>
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<td></td>
</tr>
<tr>
<td>Perq-House-Meal-Deduction</td>
<td>PRQ</td>
<td></td>
</tr>
<tr>
<td>Regular-Flat Amount</td>
<td>RFA</td>
<td></td>
</tr>
<tr>
<td>Regular Pay-Regular</td>
<td>RGN</td>
<td></td>
</tr>
<tr>
<td>Phased Retirement-Regular</td>
<td>RPT</td>
<td></td>
</tr>
<tr>
<td>Retention Pay</td>
<td>RPY</td>
<td></td>
</tr>
<tr>
<td>By Agreement-Self Supp Program</td>
<td>RSF</td>
<td></td>
</tr>
<tr>
<td>Stipend-Summer-Academic</td>
<td>SMN</td>
<td></td>
</tr>
<tr>
<td>Military Pay-Supplement</td>
<td>SMP</td>
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<tr>
<td>Stipend-Post Doc</td>
<td>SPD</td>
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<tr>
<td>Summer Sessions-REG-DCP</td>
<td>SSR</td>
<td></td>
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<tr>
<td>Stipend-Admin-Academic</td>
<td>STP</td>
<td></td>
</tr>
<tr>
<td>Taxable Fringe Benefit</td>
<td>TFB</td>
<td></td>
</tr>
<tr>
<td>Travel of Indefinite Duration</td>
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</tr>
<tr>
<td>Tax Prep Reimbursement</td>
<td>TPR</td>
<td></td>
</tr>
<tr>
<td>Teaching Short-Term</td>
<td>TST</td>
<td></td>
</tr>
<tr>
<td>University Extensions</td>
<td>UNX</td>
<td></td>
</tr>
<tr>
<td>Voluntary Term-Lump Sum</td>
<td>VTL</td>
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<tr>
<td>Voluntary Term-Severance</td>
<td>VTS</td>
<td></td>
</tr>
<tr>
<td>Workers Comp Reduction</td>
<td>WCR</td>
<td></td>
</tr>
</tbody>
</table>
Example of Honorarium Pay

Enter:
1. Earnings Code
2. Effective date (defaults to today)
3. End date
4. Reason
5. Pay Period Amount
6. Comments
Save and Submit
Recurring Pay
Example of Stipend Pay

1. Search the employee
2. Select the correct employee and correct job
# Additional Compensation Earn Codes

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<tr>
<th>Earnings Code</th>
<th>Description</th>
</tr>
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<tr>
<td>Bureau of Employment (B2B)</td>
<td>Benefits Billing</td>
</tr>
<tr>
<td>BON</td>
<td>Bonus</td>
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<td>RGN</td>
<td>Regular Pay-Non Base</td>
</tr>
<tr>
<td>RIP</td>
<td>Relocation Payment</td>
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<tr>
<td>WCR</td>
<td>Workers Comp Reduction</td>
</tr>
</tbody>
</table>

[UC Riverside FOM/UCPath Training]
Example of Stipend Pay (2 of 4)

This is how the screen appears when there is no existing Additional Compensation.

1. Go to the third tab, Additional Pay Data
Enter:
2. Earnings Code
3. Effective date (defaults to today)
4. End date
5. Reason
6. Pay Period Amount
Enter Initiator's Comments
Example of Stipend Pay (3 of 4)

Reminder: Initiator’s comments will only appear to the approvers and will not remain with the job record.
Example of Stipend Pay (4 of 4)

If the employee already has approved Additional Pay, it will appear on the right side of the screen. New Additional Pay can be entered on the left screen.
Multiple Effective Dates
Multiple Effective Dates for Additional Pay

When you click the plus sign, your initial entry will move to the second position, as indicated here and the new entry will appear in the #1 position.

You can enter multiple effective dates for the same Earnings Code
OR
You can enter different Earnings Codes with the same or different effective date.*
In the Earnings Code section, you can add a row to enter another additional pay for a different Earnings Code with either the same or a different Effective Date.

In the Effective Date section, you can add a row to enter another additional pay for the same Earnings Code but a different Effective Date.

In the Payment Details section, you can add a row to enter another End Date, Pay Period Amount or Reason.
Prorated Stipend

Enter:
1. Earnings Code
2. Effective date
3. End date
4. Reason
5. Pay Period Amount
6. Ensure the box is checked (default is checked)
7. Initiator’s comments
Save and submit
### Terminology

<table>
<thead>
<tr>
<th>PeopleSoft</th>
<th>PPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earnings Code</td>
<td>DOS Code</td>
</tr>
<tr>
<td>Effective Date</td>
<td>Begin Date</td>
</tr>
<tr>
<td>Empl ID</td>
<td>UID</td>
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<tr>
<td>Job Code</td>
<td>Title Code</td>
</tr>
<tr>
<td>Job Comp Rate</td>
<td>Monthly rate (based on FTE)</td>
</tr>
<tr>
<td>Job Comp Rate Frequency</td>
<td>Pay Basis (i.e. 9/12)</td>
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<tr>
<td>UCANNL</td>
<td>Scale Portion of the annual salary</td>
</tr>
<tr>
<td>UCOFF1</td>
<td>Off-Scale Component of the annual salary</td>
</tr>
</tbody>
</table>
Demo
#1a
When Summer Salary is paid from a fund which does not require payroll certification, it can be added to the Professorial job.
1/9 Summer Salary on IC Fund (2 of 3)

On the Additional Pay Data tab:
1. ERN code = ACR (Additional Comp – Research)
2. Effective date = 07/01/2018
3. End date = 07/31/2018
4. Reason = New Additional Pay
5. Pay Period Amount = $10,333.33 (manually calculated)
6. Initiator’s Comments = Summer comp on IC fund for month of July 2018, $10,333.33
This is what the completed transaction looks like before “Save and Submit” is clicked.
Demo

#1 b
Summer Salary on an additional job is necessary when the grant requires payroll certification. The faculty member would be hired into a concurrent job in the appropriate job code. PayPath would only be used to adjust the percentages for the months if the full 1/9 rate is not required.
Summer Salary on Additional Job (2 of 3)

Position Data

- **Position Number**: 40102772
- **RES-AY-1/9**
- **Effective Date**: 12/01/2017
- **Action**: POS
- **Position Change Reason**: TIT

New Values to update

- **Business Unit**: RVCMP
- **Department**: D01045
- **Location**: PS341
- **Job Code**: 003205
- **Union Code**: FX
- **FLSA Status**: Exempt

Existing Values

- **Current Effective Date**: 07/01/2017
- **Business Unit**: RVCMP
- **Department**: D01045
- **Location**: PS341
- **Job Code**: 003205
- **Union Code**: FX
- **FLSA Status**: Exempt

Search by: Reason Code

- **Reason Code Description**
  - APU: APUC Change
  - CID: Change in Duty Station
  - COR: Position Data Correction
  - ERC: Update Employee Relations Code
  - FL2: FLSA Update - Does Not Meet
  - FL3: FLSA Revert
  - FLS: FLSA Override Due to Review
  - FTE: Revert to Position FTE
  - JFT: Job Data FTE Override
  - LVL: Post Doc Level Progression
  - PIT: Permanent IncreaseInTime(FTE)
  - PRI: Permanent Reduction - Layoff
  - PRO: Promotion
  - REG: Regularization
  - REO: Re-Organization/Restructure
  - RTC: Reports To Change
  - SEC: Series Change
  - TIT: Temporary Increase in Time
  - TR1: Temporary Reduction in Time
  - XFR: Transfer

Look Up Position Change Reason

- **Look Up**
- **Cancel**
- **Advanced Lookup**

Search Results

- View 100
- First 1-21 of 21
- Last
Summer Salary on Additional Job (3 of 3)
When an employee has multiple jobs, be sure to select the correct job for the stipend.
Department Chair Stipend

On the Additional Pay Data tab:
1. ERN code = STP (Stipend)
2. Effective date = 10/01/2017
3. End date = 06/30/2018
4. Reason = New Additional Pay
5. Pay Period Amount = $1,500
6. Initiator’s Comments = Dept Chair Stipend of $1,500/mo eff 10/01/17 – 06/30/18
Stipend on Professorial Job
Stipend on Professorial Job

<table>
<thead>
<tr>
<th>Earnings Code:</th>
<th>STP (Stipend-Admin-Academic)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date:</td>
<td>01/01/2018</td>
</tr>
<tr>
<td>End Date:</td>
<td>06/30/2018</td>
</tr>
<tr>
<td>Pay Period Amount:</td>
<td>$500</td>
</tr>
<tr>
<td>Reason:</td>
<td>New Additional Pay</td>
</tr>
</tbody>
</table>

Upload documents, if applicable
Initiator’s Comments as appropriate
Save and Submit
Key Points

• There are two types of additional pay, One-Time and Recurring
• One-Time is paid on a single pay cycle or non-consecutive pay cycles and does not become part of the employee’s record
• Recurring is paid over multiple consecutive pay cycles or a single pay cycle but becomes part of the employee’s record
• An appointee can only be paid additional compensation types associated with their earnings programs
• After an appointee is hired, you have to wait overnight before you can add additional compensation in PayPath
Online Evaluation

KEEP CALM
IT'S
EVALUATION TIME

https://tinyurl.com/ucrfomucpathfeedback
Additional Courses

• GENL201: Funding Entry and Updates
• UCRFAU110: Complex FAU changes
FOM|UCPath Training Team Email

FOMUCPathtraining@ucr.edu

Training Resources

http://fomucpath.ucr.edu/training/resources.html
Thank You