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## **ACADEMIC MERITS & PROMOTIONS AND OTHER SALARY RELATED ACTIONS**

**TO: Academic Departments, Business & Financial Services (BFS), Financial Planning and Analysis (FP&A), Academic Senate Office, Academic CFAOs, UCPATH Campus Center Support (CSC) and Shared Services Centers**

### **2022-2023 BUDGET & STAFFING PROCESS**

Financial Planning and Analysis (FP&A) plans to exclude any permanent funding salary actions with an effective date of July 1<sup>st</sup> in the final Staffing snapshot, regardless of the month they are processed. Thursday, June 15<sup>nd</sup> is our drop deadline and the day the snapshot will be taken. Please process corrections through BEA's, the FAU Change Module and Shared Service Centers accordingly. No backdating for FY2022-2023 may occur on Staffing BC's once the snapshot is taken.

With the cutover to Oracle Budget, there is no anticipated freeze from the central budget office in early July, unlike previous years. Given that the June 15<sup>th</sup> deadline is firm, any ad-hoc processing of salary actions with an effective date before July 1 by Shared Service Centers will have a significantly adverse effect on Staffing and the permanent budget. If you are unclear as to whether an entry will affect Staffing, contact Matt McIvor ([matthew.mcivor@ucr.edu](mailto:matthew.mcivor@ucr.edu)) in Financial Planning and Analysis (FP&A).

### **ACADEMIC MERITS, PROMOTIONS AND RETENTIONS**

Senate Faculty merits, promotions and approved retention actions (announcements through June 16, 2023) with July 1, 2023 effective date will be prepared and entered into UCPATH centrally via the Mass Update of PayPath Actions by the Academic Personnel Office (APO) on Tuesday, June 20, 2023. Your assistance in verifying the accuracy of the updated salaries will be requested by APO on Wednesday, **June 21, 2023**, after the merits, promotions and retentions have been centrally processed.

Departments/ORGs are responsible for submitting the transactions for advancement actions for Unit 18 faculty (Lecturer and Supervisor of Teacher Education), Librarians and non-senate academics. Shared Service Centers can send Mass Update of PayPath Action templates for updates to UCPATH Campus Support Center (CSC) [ucpathcsc@ucr.edu](mailto:ucpathcsc@ucr.edu).

**Exceptional Late Salary Actions for Merits & Promotions:** Costing reports for July 1<sup>st</sup> salary actions will be treated as new year business once central year end business is completed in mid-July. Corrections from departments will be incorporated in the mass Budget Entry Adjustment. Given that this is new year

business, anticipate an Adjustment to the FY23-24 budget with a temporary and permanent BEA. Any adjustments required after costing reports requested in mid-July will need to be approved by FP&A via email ([matthew.mcivor@ucr.edu](mailto:matthew.mcivor@ucr.edu)) with a manual salary adjustment request.

**New Hires & Separations:** FP&A should be notified via email ([matthew.mcivor@ucr.edu](mailto:matthew.mcivor@ucr.edu)) of a new hire or separation which may throw Staffing out of balance on June 22<sup>nd</sup>.

### **ASSISTANT PROFESSORS WITH JUNE 30, 2023 EXPECTED JOB END DATES**

Assistant Professors with June 30, 2023 Expected Job End Dates will be extended to June 30, 2025, for approved actions and June 30, 2024, for denied and pending actions, centrally by the Academic Personnel Office during the Mass Update of Merit and Promotion outcomes. Assistant Professors who will separate from the University effective June 30, 2023, will not require extensions.

### **ADDITIONAL COMPENSATION—SUMMER SALARY**

Summer salary compensation may be entered into UCPath once the Summer Salary Guidelines have been distributed. If the grant requires effort reporting/payroll certification or a specific job code is required for Summer Session teaching per a MOU, a concurrent hire into the appropriate job code will be necessary. All other summer compensation (e.g. administrative ninths and summer sessions teaching) can be paid on the Professorial/Administrative job as recurring additional compensation via PayPath. The total summer salary must not exceed three-ninths (3/9) 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 the first day of the month and an end date as the last day of the month. For a list of appropriate Job Codes and Earn Codes as well as further instructions on the processing of summer salary, refer to the Summer Salary Guidelines for Compensation located on the Academic Personnel website under [Local Compensation Policy and Guidelines](#).

### **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 ([APM 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.

\*\*Administrative ninths paid to part-time faculty administrators is “Covered Compensation.”

## 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). UCR Guidelines for NIH Salary Cap are produced on a periodic schedule based on updated governmental regulations. Current guidelines are located on the Academic Personnel web site under [Local Compensation Policy and Guidelines](#).

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 follow-up reviews of this issue are likely in the near future. It is important departments follow policy set forth in the UCR Guidelines for NIH Salary Cap to properly implement this salary cap.

## COMMITTEE ON ACADEMIC PERSONNEL (CAP) COMPENSATION

Additional Compensation previously selected by members of CAP for their 2022-2023 service will be confirmed by the Academic Senate Office after the CAP member completes their service in August 2023. Home departments should have received a copy of the letter to the CAP member in September. If you have any questions please contact Sarah Miller, in the Academic Senate office (ext. 2-5538 or [sarah.miller@ucr.edu](mailto:sarah.miller@ucr.edu)).

## LEAVES

Academic leaves for AY 2023-2024, including sabbatical leaves, may be entered or updated in UCPATH. As a reminder, please create a provision for faculty that have fallen off Staffing. Exceptional cases with an effective leave date before July 1, 2023, should be discussed with Financial Planning & Analysis ([matthew.mcivor@ucr.edu](mailto:matthew.mcivor@ucr.edu)), as these premature entries may have a negative effect on the staffing process.

## SUMMARY OF IMPORTANT DATES

Date	Action
June 16, 2023 (Fri)	<ul style="list-style-type: none"> <li>• Cut-off date for Ladder Rank merits, promotions, and approved retentions effective July 1, 2023; all actions announced through June 16, 2023, will be updated <u>centrally</u> by the Academic Personnel Office on June 20.</li> </ul>
June 20, 2023 (Tues)	<ul style="list-style-type: none"> <li>• APO updates merits, promotions, retentions, (announced through June 16) in UCPath via the Mass Updates of PayPath Actions</li> <li>• Assistant Professors with June 30, 2023 Expected Job End dates will be extended to June 30, 2025, for approved actions and June 30, 2024, for denied and pending actions, <u>centrally</u> by the Academic Personnel Office; this extension is not required for faculty separating from the University on June 30, 2023.</li> <li>• Deadline for entering advancement actions in UCPath.</li> </ul>
June 21, 2023 (Wed)	<ul style="list-style-type: none"> <li>• ORGs/Departments verify the accuracy of the centrally processed merits, promotions and retention retentions via the HR inquiry screen after notification from Central APO.</li> </ul>
June 22, 2023 (Thu)	<ul style="list-style-type: none"> <li>• Corrections from ORGs/Departments due to APO</li> </ul>
(No UCPC transaction FREEZE has been announced yet as of this letter date)	<ul style="list-style-type: none"> <li>• UCPC Freeze for represented academic units which include Unit 18 Faculty (IX), Academic Researchers (RA) and Librarians (LX) <i>effective 7/1/23</i></li> </ul>
June 15, 2023 (Thurs)	<ul style="list-style-type: none"> <li>• Firm deadline for Staffing snapshot; if Staffing is not balanced on June 15<sup>nd</sup>, FP&amp;A will debit the department's budget to cover any variance.</li> <li>•</li> </ul>
TBD	<ul style="list-style-type: none"> <li>• Position Funding Freeze</li> </ul>
July 17, 2023 (Mon)	<ul style="list-style-type: none"> <li>• Advancement actions announced between June 19 and July 14 will be updated centrally by APO.</li> </ul>
July 18, 2023 (Tues)	<ul style="list-style-type: none"> <li>• ORGs/Departments verify the accuracy of the centrally processed merits, promotions and retentions via the HR inquiry screen after notification from Central APO</li> </ul>
July 19, 2023 (Wed)	<ul style="list-style-type: none"> <li>• Corrections from ORGs/Departments due to APO.</li> </ul>
July 20, 2023 (Thurs) and after	<ul style="list-style-type: none"> <li>• Actions announced on or after July 14 should be updated by the ORGs/Departments via a request through their Shared Services Center.</li> </ul>
July 21, 2023 (Fri)	<ul style="list-style-type: none"> <li>• Costing reports requested once the majority of salary actions have been processed by centrally by APO; costing reports may contain residual updates from SSC but will still be split between merits and ranges, and will exclude any</li> </ul>

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	central funding for retentions. Deadline announced from FP&A to follow; anticipate a two- week deadline for corrections.
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This communication is also accessible from the Academic Personnel website on the [Compensation](#) page under Local Compensation Policy and Guidelines.

For questions or assistance, please send an email to [academicpersonnel@ucr.edu](mailto:academicpersonnel@ucr.edu) with APO Spring Letter 2023 in the subject line.