

**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

2023-2024 BUDGET & STAFFING PROCESS

Financial Planning and Analysis (FP&A) plans to exclude any permanent funding salary actions with an effective date of July 1st in the final Staffing snapshot, regardless of the month they are processed. Friday, June 14th is our drop deadline and the day the snapshot will be taken at 5:00 p.m. Please process adjustments in Oracle Budget and or changes in Budget Distribution Page (BDP) accordingly.

Given that the June 14th deadline is firm, any ad-hoc processing of salary actions with a processing date between June 14th through June 30th by Shared Service Centers will not be part of the Staffing snap shot for fiscal close.

ACADEMIC MERITS, PROMOTIONS AND RETENTIONS

Senate Faculty merits, promotions and approved retention actions (announcements through June 14, 2024) with July 1, 2024 effective date will be prepared and entered into UCPATH centrally via the Mass Update of PayPath Actions by the Academic Personnel Office (APO) on Monday, June 17, 2024. Your assistance in verifying the accuracy of the updated salaries will be requested by APO on Wednesday, **June 19, 2024**, after the merits, promotions and retentions have been centrally processed.

It’s important for shared services centers to consistently use the appropriate reason action codes aligned with the Action Review Type so transaction is processed most accurately. This data is retrieved to assist with costing reports provided to Financial Planning and Analysis. If the transactor is unsure of which Action Reason Code to use, please reach out to academicpersonnel@ucr.edu for further guidance.

UCPATH ACTION REASON CODES GRID FOR ACADEMIC SENATE FACULTY REVIEW TYPES

Positive Outcome Action Review Type (not all these review types result in a salary increase)					
No.		Page	Action	UCPath Reason Position/Job Data	Note
0	Advancement to Above Scale (no longer with a base or an off-scale) Advancement Within Above	Job Data	PAY-Pay Rate Change	PRO-Promotion/Academic Promotion	Pay rate change that occurs due to a promotion

	Scale (already at above scale and new increase)				
1	Promotion to Tenure 7th Year Promotion to Tenure Promotion to Full Promotion to Lecturer SOE Promotion to Sr. Lecturer SOE	Position Data Job Data	POS- Position Change POS- Position Change	PRO-Promotion PRO- Promotion	New Rank, Step and new off scale (not always)
2	Appraisal Reappointment	Job Data	DTA-Data Change	EXT-Add/Extend Appointment	To add a new Expected Job End Date or extend temporary appointment.
3	Accelerated Merit Advancement to Prof VI Career Review Decelerated Merit Merit Quinquennial	Job Data	PAY-Pay Rate Change	AMR-Academic Merit/Reappointment	New base and or new off scale
4	Preemptive Retention Retention	Job Data	PAY-Pay Rate Change	OFF-Off Scale Increase	New off scale salary component due to retention
5	UCR Equity Salary Program (non-Review Type)	Job Data	PAY-Pay Rate Change	EQU-Equity	New off scale increases due to internal market equity <i>These are always managed centrally by APO</i>

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.

Exceptional Late Salary Actions for Merits & Promotions: Costing reports for July 1st salary actions will be treated as new year business once central year end business is completed in mid-July. Late salary actions and corrections from departments will be incorporated into mass costing reports in October and December to capture these changes. Given that this is new year business, units can anticipate an Adjustment to the FY24-25 budget with permanent only action. Any adjustments required after the

December 2024 costing reports will need to be approved by FP&A via email (jennifer.slocum@ucr.edu) with a manual salary adjustment request.

ASSISTANT PROFESSORS WITH JUNE 30, 2024 EXPECTED JOB END DATES

Assistant Professors with June 30, 2024 Expected Job End Dates will be extended to June 30, 2026, for approved actions and June 30, 2025, 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, 2024, 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 2023-2024 service will be confirmed by the Academic Senate Office after the CAP member completes their service in August 2024. 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).

LEAVES

Academic leaves for AY 2024-2025, 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, 2024, should be discussed with Financial Planning & Analysis (matthew.mcivor@ucr.edu), as these premature entries may have a negative effect on the staffing process.

SUMMARY OF IMPORTANT DATES

Date	Action
June 14, 2024 (Fri)	<ul style="list-style-type: none"> • Cut-off date for Ladder Rank merits, promotions, and approved retentions effective July 1, 2024; all actions announced through June 14, 2024, will be updated <u>centrally</u> by the Academic Personnel Office on June 17.
June 17, 2024 (Mon)	<ul style="list-style-type: none"> • APO updates merits, promotions, retentions, (announced through June 14) in UCPATH via the Mass Updates of PayPath Actions • Assistant Professors with June 30, 2024 Expected Job End dates will be extended to June 30, 2026, for approved actions and June 30, 2025, for denied

	<p>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, 2024.</p> <ul style="list-style-type: none"> • Deadline for entering advancement actions in UCPath.
June 19, 2024 (Wed)	<ul style="list-style-type: none"> • ORGs/Departments verify the accuracy of the centrally processed merits, promotions and retention retentions via the HR inquiry screen after notification from Central APO.
June 21, 2024 (Fri)	<ul style="list-style-type: none"> • Corrections from ORGs/Departments due to APO
(No UCPC transaction FREEZE has been announced yet as of this letter date)	<ul style="list-style-type: none"> • UCPC Freeze for represented academic units which include Unit 18 Faculty (IX) and Librarians (LX) <i>effective 7/1/24</i>
June 14, 2024 (Fri)	<ul style="list-style-type: none"> • Firm deadline for Staffing snapshot; if Staffing is not balanced on June 14th, FP&A will debit the department's budget to cover any variance.
TBD	<ul style="list-style-type: none"> • Position Funding Freeze for Rollover
July 15, 2024 (Mon)	<ul style="list-style-type: none"> • Advancement actions announced between June 17 and July 12 will be updated centrally by APO.
July 16, 2024 (Tues)	<ul style="list-style-type: none"> • ORGs/Departments verify the accuracy of the centrally processed merits, promotions and retentions via the HR inquiry screen after notification from Central APO
July 17, 2024 (Wed)	<ul style="list-style-type: none"> • Corrections from ORGs/Departments due to APO.
July 18, 2024 (Thurs) and after	<ul style="list-style-type: none"> • Actions announced on or after July 12 should be updated by the ORGs/Departments via a request through their Shared Services Center. Shared Services Centers please refer to the Action Reason Codes Grid for Academic Senate Faculty Review Types.
July 26, 2024 (Fri)	<ul style="list-style-type: none"> • 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 central funding for retentions. Deadline announced from FP&A to follow; anticipate a two- week deadline for corrections.

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 with APO Spring Letter 2024 in the subject line.