

197
Ladder
Rank
Faculty

Instructor of Record

Payroll Training

Fund 20290A

232
Lecturers

Andrea Olaguer, Summer Session, x25064
Mary Baran, Academic Personnel, x23748
Becky Burrola, Office of Graduate Studies, x43727
Linda Vong, Office of Graduate Studies, x46562

8
Adjunct
Professors

Professor

Lecturer

Associate-In

159
Graduate
Students



Summer 2014

- Appointment Letter **Summary Box** Format
- Second Enrollment **Snapshot** for Contingent Agreements
- Payroll (PPS) **Entry Worksheet** with Snapshot 1 and 2

Overview of Process

1. Faculty approved by Summer Session
2. Summer Session sends out appointment letter to the Department and Faculty
3. Faculty accepts appointment
4. Summer Session sends out spreadsheet to the department for PPS/Timekeeping entries



Preliminary

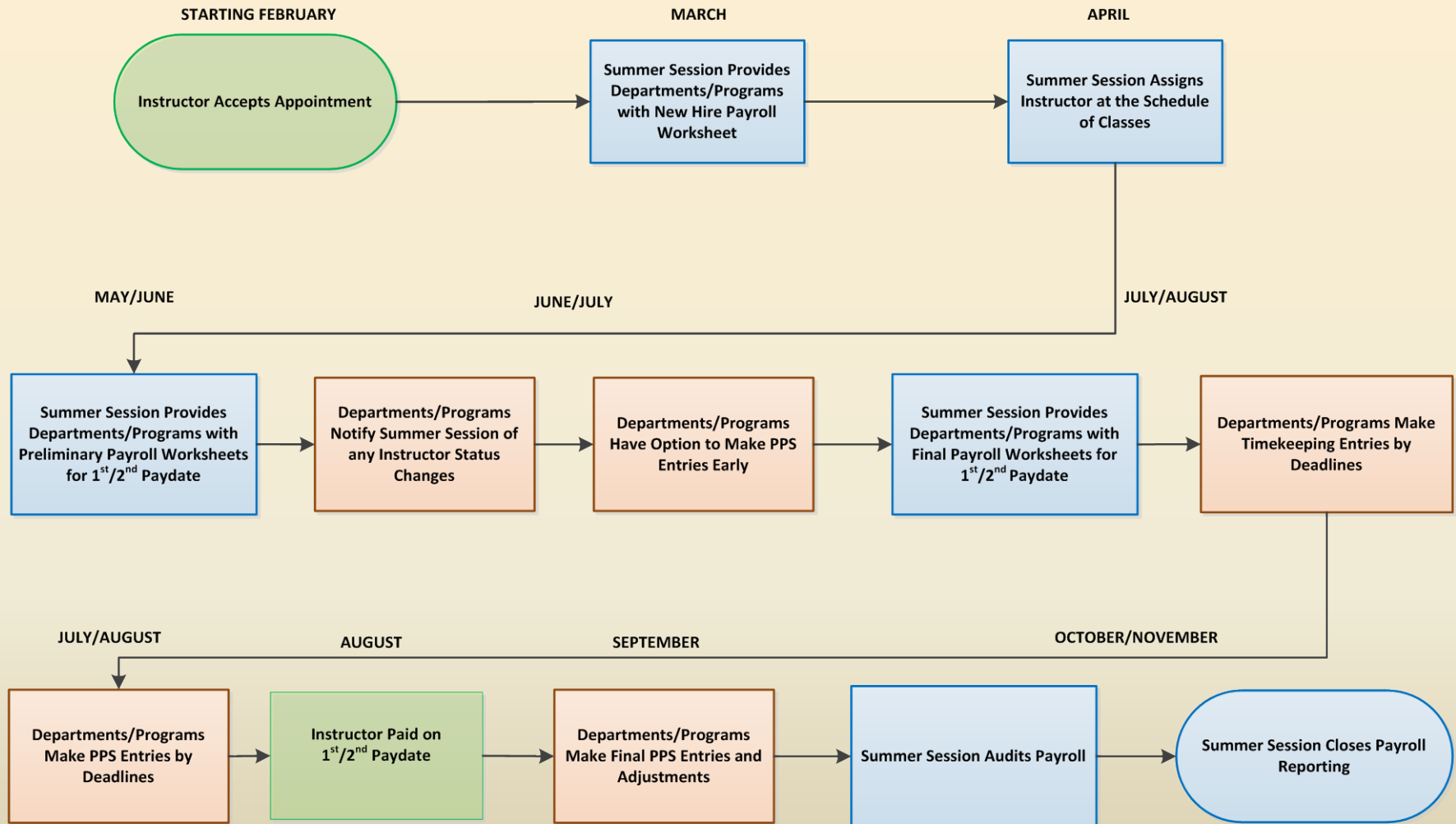
Bonus \$
not included

Final

All compensation
figures included

5. Department enters data in PPS
6. Faculty—PAID!

Payroll/PPS Entry Flow Chart



LEGEND:



Instructor



Summer Session



Department/Program

Calendar - Payroll



October 1 – Final Paydate

Pay Dates



**1st Session
Courses**



**2nd Session
Courses**

**Special Session
Courses**

Select the date that is
closest to the last day of
class

Appointment %

50% 1 course per Session

100% 2 courses per Session

DOS Codes

SSC

“UC” Ladder Rank Faculty:

Professor

Lecturer (with security of employment)

SST

ALL Others:

Visiting Professor

Associate-In (1506)

Lecturer NSF (1550)

Sub Categories

PPS

```
graph TD; PPS[PPS] --> Sub0[Sub 0]; PPS --> Sub2[Sub 2];
```

Sub 0

- All Instructor of Record
- Teaching Assistant (TA)
- No timekeeping
- Flat rate paid

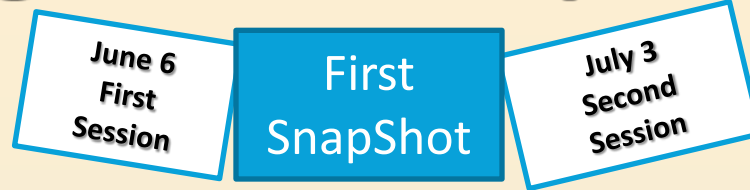
Sub 2

- Reader and Tutor
- Timekeeping required
- Hourly reported

Contingent Compensation



Snapshot of Enrollment



Enrollment

15 \geq



Full Salary



Salary Amount entered on
Preliminary Spreadsheet sent to
Department

Enrollment

15 $<$



Contingent \$400 per Student



Second Snapshot
(100% refund date)



Enrollment for Salary



15 \geq

Full Salary



15 $<$

\$400 per student

Final Spreadsheet Sent to
Department

Samples

Appointment Letter – 1st Session

PPS Worksheet for 1st Paydate – 08/01/14

PPS Screen Shots - Preliminary and Final



OFFICE OF SUMMER SESSION

9500 GILMAN DRIVE, MAIL CODE 0079
LA JOLLA, CALIFORNIA 92093-0079
#5 LectNSF-Rev. 1/14

February 10, 2014

Jake Jones
Psychology**SUBJECT: 2014 Summer Session Appointment****SAMPLE**

Course, Units: Session, Dates:	PSYC145, 4 Units 1 st Session, 06/30/14 to 08/02/14
Maximum Course Salary based on course enrollment: Course Enrollment 15 or more by 07/07/14: Course Enrollment 10-14 students: Course Enrollment less than 10 students:	\$4,045 \$4,045 \$400/std - see below Course may be cancelled
Enrollment Bonus if more than 50 students are enrolled: Enrollment Bonus if more than 200 students are enrolled:	Enrollment snapshot, 07/07/14, rate \$20/std Enrollment snapshot, 07/07/14, rate \$10/std
Pay date: e-Grades due to Registrar:	08/01/14 08/05/14

I am pleased to confirm your appointment to teach in the 2014 Summer Session at the University of California, San Diego. You are assigned to teach the following course in 1st Session: PSYC145, Psychology of Language, 4 Units. The period for which you are appointed is 06/30/14 to 08/02/14.

Normal compensation for one 4-unit course summer session is 8.5% of your nine-month UCSD teaching salary as of June 30, 2014, to a maximum of \$10,000, excluding any bonus. Compensation per course is calculated by student enrollment. Summer Session takes two snapshots of enrollment to calculate your salary at the highest amount.

Your salary will be calculated as follows:

First Enrollment Snapshot: 06/06/14

- if enrollment is 15 or greater you will be paid the full course salary of \$4,045.
- if enrollment is 14 or fewer you will be paid at a contingent rate of \$400 per student, not to exceed \$4,045.
- if enrollment is fewer than 10, Summer Session reserves the right to cancel the course and your appointment to teach.

Cancellation of Appointment: 06/11/14

- if you want to cancel your teaching appointment, please contact your department Chair by 06/06/14. The department will contact Summer Session to decide if a new instructor can be assigned or if the course will be cancelled.
- if enrollment is fewer than 10 students on 06/06/14, Summer Session reserves the right to cancel the course and your appointment to teach this course. You will be notified by Summer Session by 06/11/14 if your course is cancelled due to low enrollment.

Second Enrollment Snapshot: 07/07/14

- if enrollment has increased from the 06/06/14 snapshot, your salary will increase \$400 per student up to your maximum of \$4,045.

Enrollment Bonus: 07/07/14

- additionally, you may be paid a bonus if enrollments in your course on 07/07/14 exceed 50 students: a \$20 bonus per student may be paid for enrollments 51-200 and a \$10 bonus per student may be paid for enrollments above 200.

In addition to the 8.5% of your annual salary used to determine your per course (4-unit) compensation, the University policy for summer compensation also has a total maximum compensation allowed for teaching Summer Session. The maximum is 33% (or 3/9) of an instructor's academic year salary for all activities engaged in during the three-month summer period. This includes any teaching bonuses awarded based on enrollment, lab bonuses, mentoring, or any other bonus. It is the faculty member's responsibility to ensure that their combined research, teaching, and other sources of summer salary do not exceed the limit. Summer Session will monitor your summer appointments to insure you do not exceed the maximum.

The terms and conditions of your appointment are set forth in the Memorandum of Understanding between the University of California and University Council American Federation of Teachers, Non-Senate Instructional Unit. The agreement can be retrieved at http://atyourservice.ucop.edu/employees/policies/systemwide_contracts/nsi/index.html.

Summer Session compensation is subject to state and federal taxes and all other deductions as required by law and University regulations. All offers of appointment are contingent upon documentation of employment eligibility in compliance with the Immigration reform and Control Act of 1986. This appointment is subject to all rules and regulations of the University of California and UCSD.

Beginning March 20, 2014, information regarding course scheduling such as the days, times and location of your course can be viewed at <http://TritonLink.ucsd.edu>. Students begin enrolling in courses on April 14, 2014.

Please accept the terms of this appointment within 10 days of this letter by replying to this email with the following statement:

"I, Jake Jones, accept the terms of the appointment letter dated February 10, 2014 to teach PSYC145.

Date: _____"

The 2014 Summer Session Guidebook containing the policies and procedures pertaining to summer instruction is also attached for your reference. If you need to purchase course-related materials, please contact your academic department for purchasing guidelines.

If you have questions, please contact Andrea Olaguer at (858) 822-5064 or summer-payroll@ucsd.edu. I hope you have a pleasant and rewarding summer.

Becky Arce, Director
(858) 534-7074
barce@ucsd.edu
<http://summersession.ucsd.edu>

cc: Department Chair/Program Director, MSO

SAMPLE - 1ST PAYDATE, 08/01/14, PRELIMINARY WORKSHEET

A new salary policy was created for Summer 2014 to benefit instructors of courses with enrollments less than 15. The new procedure adds a 2nd enrollment snapshot taken at the 100% refund deadline. If on the 1st snapshot date, the enrollment is 14 or less, the instructor will be offered a contingent salary based on a per student contingent rate. If the enrollment on the 2nd snapshot date increases, the instructor will be paid the higher contingent amount, not to exceed their full course salary. The contingent salary amount will not decrease if enrollment decreases. If enrollment on the 2nd snapshot date increases to 15 or more, the instructor will be paid a full course salary.

Columns:	Column C=Faculty Type LRF=Ladder Rank Faculty LNSF=Lecturer NSF LSOE=Lecture Security of Employment VisLect=Visiting Lecturer VisProf=Visiting Professor GradStud=Associate-In Emer=Emeriti	Column E=DOS Code SSC=All LRF and LSOE/LPSOE SST-All other faculty	Column L=Salary Pct 2 units=4.25% 3-11 units=8.5% 12 units=25.5%	Column R=PSCR PSCR=Per Student Contingent Rate (\$100 per unit)	Column V=Lab Bonus Lab Bonus=Course Salary x .875
		Column J=Units Units will vary 2-12	Column N=F or C F=Full Salary or 15+ C=Contingent Salary or <15 Graduate Students are not eligible for contingent salaries per the UAW contract.	Column U=Course Salary Max=\$10,000	Column W=Enr Bonus 0-50=\$0/per; 51-200=\$20/per; 201+=\$10/per

The purpose of the preliminary worksheet is to allow academic departments and programs to make their PPS entries early. The worksheet includes an applicable lab bonus amounts. The worksheet only includes enrollment taken on the 1st snapshot date. Please note the course salary may increase once the 2nd snapshot is taken (it will not decrease). Also, the worksheet does not include eligible enrollment bonuses, since they are not calculated until after the 100% refund deadline.

Preliminary Worksheet for 8/1/14 Paydate

Psychology
 Payroll Index# PSY1234
 Paydate: 8/1/14
 Sub 0

Date: 06/10/14

					Appt Line															Separate Distribution Lines					Appt Ann/Hr Rate
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X		
Last	First	Faculty Type	Title Code	DOS Code	Appt Begins	Appt Ends	Session	CourseID	Units	Annual Salary	Salary Pct	Enr-1st Snapshot 06/06/14	F or C 1st Enr	Enr-2nd Snapshot 07/07/14	F or C 2nd Enr	Enr-Bonus Calc Date 07/07/14	PSCR	Paydate Begins	Paydate Ends	Course Salary	Lab Bonus	Enr Bonus	Total Salary (U,V,W)		
Triton ¹	Luke	GradStud	1506	SST	06/30/14	08/02/14	1st	PSYC1	4	\$43,856	0.085	16	F				\$400	07/01/14	07/31/14		\$0				
Smith ²	Joseph	LRF	1103	SSC	06/16/14	09/06/14	1st	PSYC1	4	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	07/01/14	07/31/14	\$500	N/A	N/A			
Jones	Jake	LNSF	1550	SST	06/16/14	09/06/14	1st	PSYC145	4	\$47,584	0.085	7	C				\$400	07/01/14	07/31/14		\$0				
Stone	Sandra	LRF	1103	SSC	06/16/14	09/06/14	1st	PSYC132	4	\$88,000	0.085	14	C				\$400	07/01/14	07/31/14		\$0				

Notes:

¹Luke Triton: He is a Summer Graduate Teaching Scholar (SGTS) awardee. He will be paid a separate \$1,200 stipend from Office of Graduate Studies (OGS) in addition to his full course salary.

²Joseph Smith: He is Luke's mentor and will be paid a \$500 stipend. Please immediately contact Andrea, x25064 if the stipend is to be recharged to a research account for the instructor's use.

SAMPLE - 1ST PAYDATE, 08/01/14, FINAL WORKSHEET

A new salary policy was created for Summer 2014 to benefit instructors of courses with enrollments less than 15. The new procedure adds a 2nd enrollment snapshot taken at the 100% refund deadline. If on the 1st snapshot date, the enrollment is 14 or less, the instructor will be offered a contingent salary based on a per student contingent rate. If the enrollment on the 2nd snapshot date increases, the instructor will be paid the higher contingent amount, not to exceed their full course salary. The contingent salary amount will not decrease if enrollment decreases. If enrollment on the 2nd snapshot date increases to 15 or more, the instructor will be paid a full course salary.

Columns:	Column C=Faculty Type LRF=Ladder Rank Faculty LNSF=Lecturer NSF LSOE=Lecture Security of Employment VisLect=Visiting Lecturer VisProf=Visiting Professor GradStud=Associate-In Emer=Emeriti	Column E=DOS Code SSC=All LRF and LSOE/LPSOE SST-All other faculty	Column L=Salary Pct 2 units=4.25% 3-11 units=8.5% 12 units=25.5%	Column R=PSCR PSCR=Per Student Contingent Rate (\$100 per unit)	Column V=Lab Bonus Lab Bonus=Course Salary x .875
	Column J=Units Units will vary 2-12	Column N=F or C F=Full Salary or 15> C=Contingent Salary or <15	Column U=Course Salary Max=\$10,000	Column W=Enr Bonus 0-50=\$0/per; 51-200=\$20/per; 201+=\$10/per	

Graduate Students are not eligible for contingent salaries per the UAW contract.

The final worksheet includes enrollment taken on the 2nd snapshot date. If the enrollment increases from the 1st snapshot date, the instructor will be paid a higher contingent amount, not to exceed their full course salary. If enrollment increases to 15 or more, the instructor will be paid a full course salary.

Final Worksheet for 8/1/14 Paydate

Psychology
 Payroll Index# PSY1234
 Paydate: 8/1/14
 Sub 0

Date: 07/10/14

					Appt Line															Separate Distribution Lines					Appt Ann/Hr Rate
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X		
Last	First	Faculty Type	Title Code	DOS Code	Appt Begins	Appt Ends	Session	CourseID	Units	Annual Salary	Salary Pct	Enr-1st Snapshot 06/06/14	F or C 1st Enr	Enr-2nd Snapshot 07/07/14	F or C 2nd Enr	Enr-Bonus Calc Date 07/07/14	PSCR	Paydate Begins	Paydate Ends	Course Salary	Lab Bonus	Enr Bonus	Total Salary (U,V,W)		
Triton ¹	Luke	GradStud	1506	SST	06/30/14	08/02/14	1st	PSYC1	4	\$43,856	0.085	16	F	14	F	14	\$400	07/01/14	07/31/14	\$3,728	\$0	\$0	\$3,728		
Smith	Joseph	LRF	1103	SSC	06/16/14	09/06/14	1st	PSYC1	4	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	07/01/14	07/31/14	\$500	N/A	N/A	\$500		
Jones ²	Jake	LNSF	1550	SST	06/16/14	09/06/14	1st	PSYC145	4	\$47,584	0.085	7	C	10	C	10	\$400	07/01/14	07/31/14	\$4,000	\$0	\$0	\$4,000		
Stone ³	Sandra	LRF	1103	SSC	06/16/14	09/06/14	1st	PSYC132	4	\$88,000	0.085	14	C	17	F	17	\$400	07/01/14	07/31/14	\$7,480	\$0	\$0	\$7,480		

Notes:

- ¹Luke Triton: Though the enrollment decreases to less than 15 on the 2nd snapshot date, the instructor's salary is not reduced.
- ²Jake Jones: Enrollment increases on the 2nd snapshot date. The instructor will be paid a higher contingent amount, not to exceed their full course salary.
- ³Sandra Stone: Enrollment increases on the 2nd snapshot date to more than 15. The instructor will be paid a full course salary, not a contingent amount.

Title Code 1506 – Associate-In; Summer Session I, 06/30/14-08/02/14 (Paydate: 08/01/14)

```

PPEAPC0-E1595          SD EDB Entry/Update          05/04/10 14:51:57
04/26/10 22:19:18      Appts./Distributions-Condense      Userid: SDAPORWY
ID: 012345678      Name: TRITON, LUKE          Emp Stat: A      Pri Pay: MO
      PAF Gen No: 120          Stu/Reg: _      Page 1 of 4
Appt  Actions Pgm  Typ Bas Pd Ovr  Appt Begin  Appt End Dur Dept  FLSA
 10    _____ A    5          063014      080214      000987
Title                               Grade %Full F/V Ann/Hr Rate  Rt Sch Time Lv
1506  ASSOCIATE IN                  _    .50    F    3728.00      B  MO  N  N

Dist No
Actions Index  Fund Sub FTE  Dis %  PayBeg PayEnd Step OA  Rate/Amt DOS PRQ D W
 11  MYFUND  20290A  0  _____ 070114 073114 _____ 3728.00  SST  _  _

Next Func: _____ ID: _____ Name: _____ SSN: _____
    
```

PAN Comments

ASSOCIATE IN, 50%, 1st Session
 Course Dates: 06/30/14 – 08/02/14
 Course Salary: \$3,728.00
 Sue x41122

Title Code 1103 – Professor; Summer Session I, 06/30/14-08/02/14 (Paydate: 08/01/14)

```

PPEAPC0-E1595          SD EDB Entry/Update          05/04/10 14:51:57
04/26/10 22:19:18      Appts./Distributions-Condense      Userid: SDAPORWY
ID: 000300001      Name: SMITH, JOSEPH          Emp Stat:  A      Pri Pay: M0
      PAF Gen No: 120          Stu/Reg:  _      Page 1 of 4
Aoot  Actions Pgm  Typ Bas Pd Ovr  Aoot Beain  Aoot End Dur  Deot  FLSA
 40  _      A      S      09      09      061614      090614      000224
Title  Grade %Full F/V Ann/Hr Rate  Rt Sch Time Lv
1103  PROFESSOR- ACAD YR-1/9TH      _      F      500.00  B  M0  N  N

Dist No
Actions Index  Fund Sub FTE  Dis %  PayBeg PayEnd Step 0A  Rate/Amt  DOS PRQ D W
 41  DDDXXX  20290A  0  _      _      070114  073114  _      500.00  SSC  _  _  _

Next Func:  ID:  Name:  SSN:
    
```

PAN Comments

Professor, 50%, 1st Session
 Course Dates: 06/30/14-08/02/14
 Faculty Mentor Payment: \$500
 Sue x41122

Title Code 1550 – Lecturer NSF; Summer Session I, 06/30/14-08/02/14 (Paydate: 08/01/14)

```

PPEAPC0-E1595          SD EDB Entry/Update          05/04/10 14:51:57
04/26/10 22:19:18      Appts./Distributions-Condense      Userid: SDAPORWY
ID: 000110000      Name: SMITH, SUMMER          Emp Stat: A      Pri Pay: MO
      PAF Gen No: 120          Stu/Reg: _      Page 1 of 4
Appt  Actions Pgm  Typ Bas Pd Ovr  Appt Begin  Appt End Dur Dept  FLSA
 20    _____  A    5    09    09          061614      090614      000207
Title                                     Grade %Full F/V Ann/Hr Rate  Rt Sch Time Lv
1550  LECTURER NSF-ACAD YR-1/9          _    .50    F    4000.00      B  MO  N  N

Dist No
Actions Index  Fund Sub FTE  Dis %  PayBeg PayEnd Step 0A  Rate/Amt  DOS PRQ D W
 21  THEXXX  20290A  0  _____  070114  073114  _____  4000.00  SST  ___ ___

Next Func: _____ ID: _____ Name: _____ SSN: _____
    
```

PAN Comments

Lecturer NSF, 50%, 1st Session
 Course Dates: 06/30/14 – 08/02/14
 Course Payment: \$4,000 (Contingent, 10 students x \$400)
 Sue x41122

Title Code 1103 – Professor; Summer Session I, 06/30/14-08/02/14 (Paydate: 08/01/14)

```

PPEAPC0-E1595          SD EDB Entry/Update          05/04/10 14:51:57
04/26/10 22:19:18      Appts./Distributions-Condense      Userid: SDAPORWY
ID: 000110000      Name: SMITH, SUMMER          Emp Stat: A      Pri Pay: M0
      PAF Gen No: 120          Stu/Reg: _      Page 1 of 4
Appt      Actions Pgm  Typ Bas Pd Ovr  Appt Begin  Appt End Dur Dept  FLSA
 30      _____  A   5   09   09      061614      090614      000207
Title
1103  PROFESSOR-ACAD YR-1/9      _   .50   E   7480.00      B  M0   N   N

Dist No
Actions Index  Fund Sub FTE  Dis %  PayBeg PayEnd Step OA  Rate/Amt  DOS PRQ D W
 31  THEXXXX  20290A  0  _____  070114  073114  _____  7480.00  SSC  ___ ___
_____
_____
_____
_____
Next Func: _____ ID: _____ Name: _____ SSN: _____
    
```

PAN Comments

Professor, 50%, 1st Session
 Course Dates: 06/30/14 – 08/02/14
 Course Payment: \$7,480
 Sue x41122

Samples

Appointment Letter – 2nd Session

PPS Worksheet for 2nd Paydate – 08/29/14

PPS Screen Shots - Preliminary and Final



OFFICE OF SUMMER SESSION

February 10, 2014

Ben Hill
Psychology**SAMPLE****SUBJECT: 2014 Summer Session Appointment**

Course, Units: Session, Dates:	PSYC169, 4 Units Special Session, 06/30/14 to 09/06/14
Maximum Course Salary based on course enrollment: Course Enrollment 15 or more by 07/03/14: Course Enrollment 10-14 students: Course Enrollment less than 10 students:	\$7,472 \$7,472 \$400/std - see below Course may be cancelled
Enrollment Bonus if more than 50 students are enrolled: Enrollment Bonus if more than 200 students are enrolled:	Enrollment snapshot, 08/08/14, rate \$20/std Enrollment snapshot, 08/08/14, rate \$10/std
Paydate: e-Grades due to Registrar:	08/29/14 09/09/14

I am pleased to confirm your appointment to teach in the 2014 Summer Session at the University of California, San Diego. You are assigned to teach the following course in Special Session: PSYC169, Brain Damage and Mental Function, 4 Units. The period for which you are appointed is 06/30/14 to 09/06/14.

Normal compensation for one 4-unit course summer session is 8.5% of your nine-month UCSD teaching salary as of June 30, 2014, to a maximum of \$10,000, excluding any bonus. Compensation per course is calculated by student enrollment. Summer Session takes two snapshots of enrollment to calculate your salary at the highest amount.

Your salary will be calculated as follows:

First Enrollment Snapshot: 07/03/14

- if enrollment is 15 or greater you will be paid the full course salary of \$7,472.
- if enrollment is 14 or fewer you will be paid at a contingent rate of \$400 per student, not to exceed \$7,472.

Cancellation of Appointment: 07/07/14

- if you want to cancel your teaching appointment, please contact your department Chair by 06/06/14. The department will contact Summer Session to decide if a new instructor can be assigned or if the course will be cancelled.
- if enrollment is fewer than 10 students on 07/03/14, Summer Session reserves the right to cancel the course and your appointment to teach this course. You will be notified by Summer Session by 07/07/14 if your course is cancelled due to low enrollment.

Second Enrollment Snapshot: 08/08/14

- if enrollment has increased from the 07/03/14 snapshot, your salary will increase \$400 per student up to your maximum of \$7,472.

Enrollment Bonus: 08/08/14

- additionally, you may be paid a bonus if enrollments in your course on 08/08/14 exceed 50 students: a \$20 bonus per student may be paid for enrollments 51-200 and a \$10 bonus per student may be paid for enrollments above 200.

In addition to the 8.5% of your annual salary used to determine your per course (4-unit) compensation, the University policy for summer compensation also has a total maximum compensation allowed for teaching Summer Session. The maximum is 33% (or 3/9) of an instructor's academic year salary for all activities engaged in during the three-month summer period. This includes any teaching bonuses awarded based on enrollment, lab bonuses, mentoring, or any other bonus. It is the faculty member's responsibility to ensure that their combined research, teaching, and other sources of summer salary do not exceed the limit. Summer Session will monitor your summer appointments to insure you do not exceed the maximum.

The relevant compensation policies for summer teaching are set forth in APM 660, 661, and 662, as well as PPM 230-43. Summer Session compensation is subject to state and federal taxes and all other deductions as required by law and University regulations. All offers of appointment are contingent upon documentation of employment eligibility in compliance with the Immigration reform and Control Act of 1986. This appointment is subject to all rules and regulations of the University of California and UCSD.

Beginning March 20, 2014, information regarding course scheduling such as the days, times and location of your course can be viewed at <http://TritonLink.ucsd.edu>. Students begin enrolling in courses on April 14, 2014.

Please accept the terms of this appointment within 10 days of this letter by replying to this email with the following statement:

"I, Ben Hill, accept the terms of the appointment letter dated February 10, 2014 to teach PSYC169.

Date: _____"

The 2014 Summer Session Guidebook containing the policies and procedures pertaining to summer instruction is also attached for your reference. If you need to purchase course-related materials, please contact your academic department for purchasing guidelines.

If you have questions, please contact Andrea Olaguer at (858) 822-5064 or summer-payroll@ucsd.edu. I hope you have a pleasant and rewarding summer.

Becky Arce, Director
(858) 534-7074
barce@ucsd.edu
<http://summersession.ucsd.edu>

cc: Department Chair/Program Director, MSO

SAMPLE - 2ND PAYDATE, 08/29/14, PRELIMINARY WORKSHEET

A new salary policy was created for Summer 2014 to benefit instructors of courses with enrollments less than 15. The new procedure adds a 2nd enrollment snapshot taken at the 100% refund deadline. If on the 1st snapshot date, the enrollment is 14 or less, the instructor will be offered a contingent salary based on a per student contingent rate. If the enrollment on the 2nd snapshot date increases, the instructor will be paid the higher contingent amount, not to exceed their full course salary. The contingent salary amount will not decrease if enrollment decreases. If enrollment on the 2nd snapshot date increases to 15 or more, the instructor will be paid a full course salary.

Columns:	Column C=Faculty Type LRF=Ladder Rank Faculty LNSF=Lecturer NSF LSOE=Lecture Security of Employment VisLect=Visiting Lecturer VisProf=Visiting Professor GradStud=Associate-In Emer=Emeriti	Column E=DOS Code SSC=All LRF and LSOE/LPSOE SST-All other faculty	Column L=Salary Pct 2 units=4.25% 3-11 units=8.5% 12 units=25.5%	Column R=PSCR PSCR=Per Student Contingent Rate (\$100 per unit)	Column V=Lab Bonus Lab Bonus=Course Salary x .875
	Column J=Units Units will vary 2-12	Column N=F or C F=Full Salary or 15> C=Contingent Salary or <15	Column U=Course Salary Max=\$10,000	Column W=Enr Bonus 0-50=\$0/per; 51-200=\$20/per; 201+=\$10/per	

Graduate Students are not eligible for contingent salaries per the UAW contract.

The purpose of the preliminary worksheet is to allow academic departments and programs to make their PPS entries early. The worksheet includes an applicable lab bonus amounts. The worksheet only includes enrollment taken the 1st snapshot date. Please note the course salary may increase once the 2nd snapshot is taken (it will not decrease). Also, the worksheet does not include eligible enrollment bonuses, since they are not calculated until after the 100% refund deadline.

Preliminary Worksheet for 8/29/14 Paydate

Psychology
 Payroll Index# PSY1234
 Paydate: 8/30/14
 Sub 0

Date: 07/15/14

		Appt Line		Separate Distribution Lines																		Appt Ann/Hr Rate	
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
Last	First	Faculty Type	Title Code	DOS Code	Appt Begins	Appt Ends	Session	CourseID	Units	Annual Salary	Salary Pct	Enr-1st Snapshot 7/03/14	F or C 1st Enr	Enr-2nd Snapshot 08/08/14	F or C 2nd Enr	Enr on Bonus Calc Date 08/08/14	PSCR	Paydate Begins	Paydate Ends	Course Salary	Lab Bonus	Enr Bonus	Total Salary (U,V,W)
Smith	Summer	Emer	1700	SST	06/16/14	09/06/14	2nd	PSYC138	4	\$142,000	0.085	21	F				\$400	08/01/14	08/31/14		\$0		
Sessions	Mark	LSOE	1608	SSC	06/16/14	09/06/14	2nd	PSYC6	4	\$60,732	0.085	38	F				\$400	08/01/14	08/31/14		\$0		
Sessions	Mark	LSOE	1608	SSC	06/16/14	09/06/14	2nd	PSYC162	4	\$60,732	0.085	19	F				\$400	08/01/14	08/31/14		\$0		
O'Toole	Tom	VisProf	1308	SST	06/16/14	09/06/14	Special	PSYC193	4	\$62,500	0.085	9	C				\$400	08/01/14	08/31/14		\$0		
Hill	Ben	LRF	1203	SSC	06/16/14	09/06/14	Special	PSYC169	4	\$87,900	0.085	65	F				\$400	08/01/14	08/31/14		\$0		

SAMPLE - 2ND PAYDATE, 08/29/14, FINAL WORKSHEET

A new salary policy was created for Summer 2014 to benefit instructors of courses with enrollments less than 15. The new procedure adds a 2nd enrollment snapshot taken at the 100% refund deadline. If on the 1st snapshot date, the enrollment is 14 or less, the instructor will be offered a contingent salary based on a per student contingent rate. If the enrollment on the 2nd snapshot date increases, the instructor will be paid the higher contingent amount, not to exceed their full course salary. The contingent salary amount will not decrease if enrollment decreases. If enrollment on the 2nd snapshot date increases to 15 or more, the instructor will be paid a full course salary.

Columns:	Column C=Faculty Type LRF=Ladder Rank Faculty LNSF=Lecturer NSF LSOE=Lecture Security of Employment VisLect=Visiting Lecturer VisProf=Visiting Professor GradStud=Associate-In Emer=Emeriti	Column E=DOS Code SSC=All LRF and LSOE/LPSOE SST-All other faculty	Column L=Salary Pct 2 units=4.25% 3-11 units=8.5% 12 units=25.5%	Column R=PSCR PSCR=Per Student Contingent Rate (\$100 per unit)	Column V=Lab Bonus Lab Bonus=Course Salary x .875
		Column J=Units Units will vary 2-12	Column N=F or C F=Full Salary or 15> C=Contingent Salary or <15 <i style="color: red;">Graduate Students are not eligible for contingent salaries per the UAW contract.</i>	Column U=Course Salary Max=\$10,000	Column W=Enr Bonus 0-50=\$0/per; 51-200=\$20/per; 201+=\$10/per

The final worksheet includes enrollment taken on the 2nd snapshot date. If the enrollment increases from the 1st snapshot date, the instructor will be paid a higher contingent amount, not to exceed their full course salary. If enrollment increases to 15 or more, the instructor will be paid a full course salary.

Final Worksheet for 8/29/14 Paydate

Psychology
Payroll Index# PSY1234
Paydate: 8/30/14
Sub 0

Date: 08/13/14

																		Separate Distribution Lines					Appt Ann/Hr Rate	
					Appt Line																			
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	
Last	First	Faculty Type	Title Code	DOS Code	Appt Begins	Appt Ends	Session	CourseID	Units	Annual Salary	Salary Pct	Enr-1st Snapshot 07/03/14	F or C 1st Enr	Enr-2nd Snapshot 08/08/14	F or C 2nd Enr	Enr on Bonus Calc Date 08/08/14	PSCR	Paydate Begins	Paydate Ends	Course Salary	Lab Bonus	Enr Bonus	Total Salary (U,V,W)	
Smith	Summer	Emer	1700	SST	06/16/14	09/06/14	2nd	PSYC138	4	\$142,000	0.085	21	F	24	F	24	\$400	08/01/14	08/31/14	\$10,000	\$0	\$0	\$10,000	
Sessions	Mark	LSOE	1608	SSC	06/16/14	09/06/14	2nd	PSYC6	4	\$60,732	0.085	38	F	37	F	37	\$400	08/01/14	08/31/14	\$5,162	\$0	\$0	\$5,162	
Sessions	Mark	LSOE	1608	SSC	06/16/14	09/06/14	2nd	PSYC162	4	\$60,732	0.085	19	F	13	F	13	\$400	08/01/14	08/31/14	\$5,162	\$0	\$0	\$5,162	
O'Toole	Tom	VisProf	1308	SST	06/16/14	09/06/14	Special	PSYC193	4	\$62,500	0.085	9	C	16	F	16	\$400	08/01/14	08/31/14	\$5,313	\$0	\$0	\$5,313	
Hill	Ben	LRF	1203	SSC	06/16/14	09/06/14	Special	PSYC169	4	\$87,900	0.085	65	F	62	F	62	\$400	08/01/14	08/31/14	\$7,472	\$0	\$240	\$7,712	

Notes:
Mark Sessions: Though enrollment on 2nd Snapshot date decreased to <15 for PSYC162, the instructor's salary is not reduced.
Tom O'Toole: Enrollment on 2nd Snapshot date increased to 15>, the instructor will be paid their full course salary and not a contingent amount.

Title Code 1700 – Recall Teaching: Summer Session II; 08/04/14 – 09/06/14 (Paydate: 08/29/14)

```

PPEAPCB-E1595          SD EDB Entry/Update          05/04/10 14:51:57
04/26/10 22:19:18      Aapts./Distributions-Condense      Userid: SDAPORWY
ID: 000110000      Name: SMITH, SUMMER          Emp Stat: A      Pri Pay: MO
      PAF Gen No: 120          Stu/Reg: _      Page 1 of 4
Appt  Actions Pgm  Typ Bas Pd Ovr  Appt Begin  Appt End Dur Dept  FLSA
 10    _____  A    S    09    09          061614      090614      000207
Title                               Grade %Full F/V Ann/Hr Rate  Rt Sch Time Lv
1700  PROFESSOR RECALLED-ACAD YR-1/9  _    .50    F    10000.00      B  MO  N  N

Dist No
Actions Index  Fund Sub FTE  Dis %  PayBeg PayEnd Step OA  Rate/Amt DOS PRQ D W
 11  THEXXXX  20290A  0  _____  080114  083114  _____  10000.00  SST  _____
_____
_____
_____
Next Func: _____ ID: _____ Name: _____ SSN: _____
    
```

PAN Comments

Recall Teaching, 50%, 2nd Session
 Course Dates: 08/04/14 – 09/06/14
 Course Payment: \$10,000
 Sue x41122

Title Code 1608 – Lecturer/SOE; Summer Session II, 08/04/14 – 09/06/14 (Paydate: 08/29/14)

```

PPEAPC0-E1595          SD EDB Entry/Update          05/04/10 14:51:57
04/26/10 22:19:18      Appts./Distributions-Condense      Userid: SDAPORWY
ID: 100333333      Name: SESSIONS, MARK          Emp Stat: A      Pri Pay: MO
      PAF Gen No: 120          Stu/Reg: _      Page 1 of 4
Appt  Actions Pgm  Typ Bas Pd Ovr  Appt Begin  Appt End Dur Dept  FLSA
 50    _____ A    S    09    09          061614      090614      002231
Title                                     Grade %Full F/V Ann/Hr Rate  Rt Sch Time Lv
1608  LECTURER W/SEC EMPL-AY-1/9          _    1.00    F    10324.00      B  MO    N    N

Dist No
Actions Index  Fund Sub FTE  Dis %  PayBeg PayEnd Step OA  Rate/Amt DOS PRQ D W
 51  PPP1754  20290A  0  _____ 080114 083114 _____ 5162.00  SSC _____
 52  PPP1754  20290A  0  _____ 080114 083114 _____ 5162.00  SSC _____

Next Func: _____ ID: _____ Name: _____ SSN: _____
    
```

PAN Comments

Lecturer/SOE, 100%, 2nd Session
 Course Dates: 08/04/14 – 09/06/14
 Two Course Payments: \$5162, \$5162
 Total Payment: \$10,324
 Sue x41122

Title Code 1308 – Vis Asst Professor; 06/30/14 – 08/23/14 (Paydate: 08/29/14)

PPEAPC0-E1595 SD EDB Entry/Update 05/04/10 14:51:57
 04/26/10 22:19:18 Appts./Distributions-Condense Userid: SDAPORWY
 ID: 200555555 Name: O'TOOLE, TOM Emp Stat: A Pri Pay: MO
 PAF Gen No: 120 Stu/Reg: Page 1 of 4
 Appt Actions Pgm Typ Bas Pd Ovr Appt Begin Appt End Dur Dept FLSA
 10 A 5 09 09 061614 090614 000212
 Title Grade %Full F/V Ann/Hr Rate Rt Sch Time Lv
 1308 VST ASST PROFESSOR-ACAD YR-1/9 .50 F 5313.00 B MO N N

Dist No
 Actions Index Fund Sub FTE Dis % PayBeg PayEnd Step 0A Rate/Amt DOS PRQ D W
 11 YYY6245 20290A 0 080114 083114 5313.00 SST

Next Func: ID: Name: SSN:

PAN Comments

Vis Asst Professor, 50%, Special Session
 Course Dates: 06/30/14-08/23/14
 Course Payment: \$5,313
 Sue x41122

Title Code 1203 – Associate Professor; Special Session, 06/30/14 – 09/06/14 (Paydate: 08/29/14)

PPEAPC0-E1595 SD EDB Entry/Update 05/04/10 14:51:57

04/26/10 22:19:18 Appts./Distributions-Condense Userid: SDAPORWY

ID: 000300000 Name: HILL, BEN Emp Stat: A Pri Pay: MO

PAF Gen No: 120 Stu/Reg: Page 1 of 4

Appt	Actions	Pgm	Typ	Bas	Pd	Ovr	Appt Begin	Appt End	Dur	Dept	FLSA
40		A	S	09	09		061614	090614		000224	

Title	Grade	%Full	F/V	Ann/Hr	Rate	Rt	Sch	Time	Lv
1203 ASSOC PROFESSOR- ACAD YR-1/9TH		.50	F	7712.00		B	MO	N	N

Dist No

Actions	Index	Fund	Sub	FTE	Dis %	PayBeg	PayEnd	Step	OA	Rate/Amt	DOS	PRQ	D	W
41	DDDXXX	20290A	0			080114	083114			7472.00	SSC			
42	DDDXXX	20290A	0			080114	083114			240.00	SSC			

Next Func: ID: Name: SSN:

PAN Comments

Associate Professor, 50%, Special Session
 Course Dates: 06/30/14– 09/06/14
 Course Payment: \$7,472, Bonus: \$240
 Total Payment: \$7,712
 Sue x41122

Monthly Deadline Schedule (Updated 11/07/13)

<i>Pay Period Dates</i>	<i>Timekeeping Entry</i>	<i>PPS Entry</i>	<i>Deadline to Stop Direct Deposit (10:00a.m.)</i>	<i>Payday</i>
07/01/14-07/31/14	07/23/14	07/24/14	07/30/14	08/01/14
08/01/14-08/31/14	08/20/14	08/21/14	08/27/14	08/29/14
09/01/14-09/30/14	09/23/14	09/24/14	09/29/14	10/01/14
10/01/14-10/31/14	10/22/14	10/23/14	10/29/14	10/31/14

Biweekly Deadline Schedule (Updated 11/07/13)

<i>Pay Period Dates</i>	<i>Timekeeping Entry</i>	<i>PPS Entry</i>	<i>Deadline to Stop Direct Deposit (10:00a.m.)</i>	<i>Payday</i>
06/22/14-07/05/14	07/09/14	07/10/14	07/14/14	07/16/14
07/06/14-07/19/14	07/22/14	07/23/14	07/28/14	07/30/14
07/20/14-08/02/14	08/06/14	08/07/14	08/11/14	08/13/14
08/03/14-08/16/14	08/19/14	08/20/14	08/25/14	08/27/14
08/17/14-08/30/14	09/02/14	09/03/14	09/08/14	09/10/14
08/31/14-09/13/14	09/17/14	09/18/14	09/22/14	09/24/14
09/14/14-09/27/14	09/30/14	10/01/14	10/06/14	10/08/14
09/28/14-10/11/14	10/15/14	10/16/14	10/20/14	10/22/14



Questions?