INSTRUCTIONS FOR MASS UPLOAD - FACULTY & LECTURERS

New for 2021 – All departments must use a Mass Upload spreadsheet to issue Summer Session Additional Pay for faculty and lecturers.

Department folders on the Summer Session OneDrive https://go.ucsd.edu/3cPRUEF now contain a Payroll Documents folder with 2 Excel files:

1. A full list of your Summer Session instructors as of 6/17/21. Use this master list to help you complete the Mass Upload spreadsheets.

2. Mass Upload Spreadsheet for JULY – with instructor names, pay period dates, earn codes, and payment amounts pre-populated.

NEXT STEPS FOR DEPARTMENTS – JULY Pay Period

1. Please fill-in the missing info (Job Code, Empl ID, Empl Rcd#, Position#) for each instructor in the Mass Upload Spreadsheet. DEADLINE is JULY 2nd.
   a. If the payment amount needs to be adjusted to fit other summer salary, please make the change to the Amount (Column M) and add an explanation in Notes (Column N).

2. When you are finished, leave the spreadsheet in your folder, add DONE to the beginning of the file name, and email summer-payroll@ucsd.edu to tell Lisa that your spreadsheet is ready.
   a. Summer Session & AP will upload the additional pay – so you don’t have to enter it manually.

3. If you haven’t already, please update the funding in UCPath for all instructors (on the ACS/ASN Earn Code) getting paid in the JULY pay period.
   a. We can’t automate this part, so please be sure to manually update the funding in UCPath.

Lisa Bargabus is available on Teams and Zoom to discuss any tricky situations, summer-payroll@ucsd.edu.

TRAINING MATERIALS

Materials from our Summer Session payroll training session can be found on the Summer Session website.

- Presentation slides
- Video recording of the session