SUMMER SESSION 2019

SUMMER SESSION
UC San Diego

PAYROLL MANUAL

Summer Session
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Contents

How to Use this Manual

The first section of this manual describes key dates for Summer Session payroll, including:

- Summer Session term dates
- UCSD Payroll and Timekeeping deadline calendars
- Master Summer Session payroll calendar

The remainder of the manual is divided into two sections:

1. Instructors of Record
2. Instructional Support (Academic Student Employees)

    Topics covered in each section include:
    - Summer Session compensation policy
    - PPS entry guidelines
    - Sample PPS screens

The Appendix lists instructions for PPS error corrections and retroactive payments.

Summer Session Payroll Requires Teamwork!

Your team spirit and cooperation are very much appreciated.
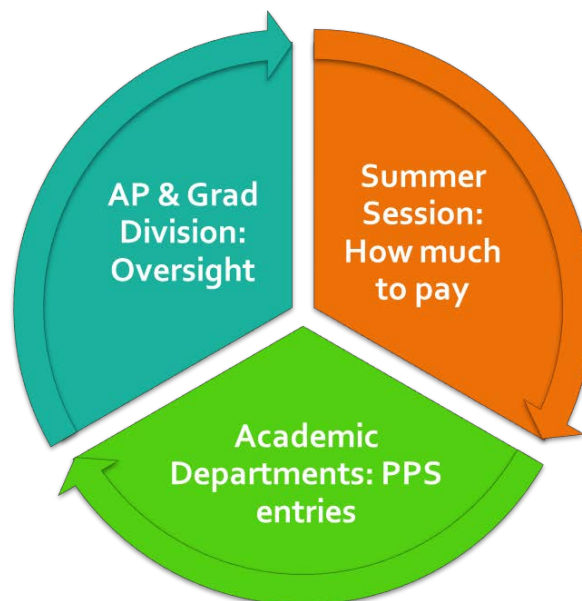
UC San Diego – Summer Session 2019 Dates

5 WEEK SESSIONS		Pay Date
Session 1	**July 1 – August 3**	August 1
Session 2	August 5 – September 7	August 30

SPECIAL SESSIONS (Courses that are not 5 weeks)		Pay Date
3 Week Sessions	**July 1 – July 20** **July 22 – August 10** August 12 – August 31	August 1 August 1 August 30
8 Week Session	**July 1 – August 24**	August 1
10 Week Session	**July 1 – September 7**	August 1

UC San Diego - Payroll Timekeeping and PPS Entry Deadlines

The bi-weekly and monthly schedules can be found at: http://www-bfs.ucsd.edu/PAY/ENTRYSCH.HTM .

Biweekly Deadline Schedule (Updated 11/07/18)

Pay Period Dates	Timekeeping Deadline	PPS Deadline	Deadline to Stop Direct Deposit (10:00a.m.)	Payday
06/02/19-06/15/19	06/19/19	06/20/19	06/24/19	06/26/19
06/16/19-06/29/19	07/02/19	07/03//19	07/08/19	07/10/19
06/30/19-07/13/19	07/17/19	07/18/19	07/22/19	07/24/19
07/14/19-07/27/19	07/31/19	08/01/19	08/05/19	08/07/19
07/28/19-08/10/19	08/14/19	08/15/19	08/19/19	08/21/19
08/11/19-08/24/19	08/28/19	08/29/19	08/30/19	09/04/19
08/25/19-09/07/19	09/11/19	09/12/19	09/16/18	09/18/19
09/08/19-09/21/19	09/25/19	09/26/19	09/30/19	10/02/19
09/22/19-10/05/19	10/09/19	10/10/19	10/11/19	10/16/19
10/06/19-10/19/19	10/22/19	10/23/19	10/28/19	10/30/19

Monthly Deadline Schedule (Updated 11/07/18)

Pay Period Dates	Timekeeping Deadline	PPS Deadline	Deadline to Stop Direct Deposit (10:00a.m.)	Payday
11/01/18-11/30/18	11/20/18	11/21/18	11/28/18	11/30/18
12/01/18-12/31/18	12/19/18	12/20/18	12/27/18	01/02/19
01/01/19-01/31/19	01/23/19	01/24/19	01/30/19	02/01/19
02/01/19-02/28/19	02/20/19	02/21/19	02/27/19	03/01/19
03/01/19-03/31/19	03/20/19	03/21/19	03/28/19	04/01/19
04/01/19-04/30/19	04/23/19	04/24/19	04/29/19	05/01/19
05/01/19-05/31/19	05/22/19	05/23/19	05/29/19	05/31/19
06/01/19-06/30/19	06/23/19	06/24/19	06/27/19	07/01/19
07/01/19-07/31/19	07/24/19	07/25/19	07/30/19	08/01/19
08/01/19-08/31/19	08/21/19	08/22/19	08/28/19	08/30/19
09/01/19-09/30/19	09/23/19	09/24/19	09/27/19	10/01/19
10/01/19-10/31/19	10/23/19	10/24/19	10/30/19	11/01/19
11/01/19-11/30/19	11/19/19	11/20/19	11/25/19	11/27/19
12/01/19-12/31/19	12/18/19	12/19/19	12/30/19	01/02/20

Summer Session – 2019 Payroll Calendar

		SESSION 1	SESSION 2
		& July Special Sessions	**& August Special Session**
JUNE	5	Contingent vs. full salary determined (1st enrollment snapshot)	
	10	Last day for Summer Session to cancel courses for low enrollment	
	17	First payroll worksheet available on SharePoint	
JULY	1	**SESSION 1 Starts**	
	1	Must have signed appointment letters by this date from TAs before they begin working.	
	2	Timekeeping deadline (biweekly)	
	4	**HOLIDAY – No Classes.**	
	8	Final course salaries and bonus compensation are calculated. (2nd enrollment snapshot)	
	10	Biweekly Pay Date - Readers, Tutors	Contingent vs. full salary determined (1st enrollment snapshot)
	15	**Final payroll worksheet on SharePoint**	
	15		Last day for Summer Session to cancel courses for low enrollment
	17	Timekeeping deadline (biweekly)	
	18	PPS Entry Deadline (biweekly)	
	22		First payroll worksheets available on SharePoint
	24	Timekeeping deadline (monthly)	
	25	PPS Entry deadline (monthly)	
	24	Biweekly Pay Date - Readers, Tutors	
	31	Timekeeping deadline (biweekly)	
AUGUST	1	**PAY DATE - Instructors**	
	1	PPS Entry Deadline (biweekly)	
	3	**SESSION 1 Ends**	
	3	Separation date for visiting instructors with no other UCSD appointments	
	5		**SESSION 2 Starts**
	5		Must have signed appointment letters by this date from TAs before they begin working
	7	Biweekly Pay Date - Readers, Tutors	
	12		Final course salaries and bonus compensation are calculated. (2nd enrollment snapshot)
	14		Timekeeping deadline (biweekly)
	15		PPS Entry Deadline (biweekly)
	16		**Final payroll worksheet on SharePoint**
	21		Biweekly Pay Date - Readers, Tutors
	21		Timekeeping deadline (monthly)
	22		PPS Entry deadline (monthly)
	28		Timekeeping deadline (biweekly)
	29		PPS Entry Deadline (biweekly)
	30		**PAY DATE - Instructors**
SEPTEMBER	2	**HOLIDAY – No Classes**	
	4		Biweekly Pay Date - Readers, Tutors
	7		**SESSION 2 Ends**
	7		Separation date for visiting instructors with no other UCSD appointments

	11	Timekeeping deadline (biweekly)
	12	PPS Entry Deadline (biweekly)
	18	Biweekly Pay Date - Readers, Tutors
	23	**Summer Session Ends**
	23	Timekeeping Entry Deadline (monthly)
	24	PPS entry deadline (monthly)
	25	Timekeeping deadline (biweekly)
	26	PPS Entry deadline (biweekly)
OCTOBER	1	Pay Date - Any remaining Instructors and TAs
	2	Biweekly Pay Date - Readers, Tutors
	31	Payroll expense accounts close

Instructor of Record Compensation

Details on instructor eligibility for Summer Session teaching appointments are available in the Summer Session Guidebook and Summer Session Faculty Appointment Handbook.

- Summer Session faculty are paid per course.
  - One course – 50% appointment
  - Two courses – 100% appointment
- Some Summer Session faculty are eligible to earn extra bonuses. See details in the table below.
- Summer Session provides course salaries and bonuses to academic departments on payroll worksheets.
- Academic department AP staff enter Summer Session teaching appointments into PPS.

Type of Compensation	All Instructors?	Eligibility	How it is Calculated?
Course Salary	Y	33% of annual salary is maximum compensation allowed in summer Recall faculty – 43% max per month Based on annual salary in effect on 6/30/19.	Courses with 15 or more students: 8.5% of annual UCSD AY salary (3 or more Units) 4.25% of annual UCSD AY salary (1-2 Units) No maximum limit. Courses with less than 15 students: $100 × Units × Students Not to exceed Full Course Salary
Course Salary for Visiting Instructors	Y	DUE approval required – appointment file on SharePoint. Visa Status – International visiting instructors must hold appropriate Visa status to be eligible for payment. Visitors must be separated at the end of their Summer Session teaching appointment. By exception, some UCSD staff may be approved teach if they reduce current appointment or use vacation days.	Visiting instructor annual salary must align with UCSD salary scales. Courses with 15 or more students: 8.5% of annual UCSD AY salary (3 or more Units) 4.25% of annual UCSD AY salary (1-2 Units) No maximum limit. Courses with less than 15 students: $100 × Units × Students Not to exceed Full Course Salary
Course Salary for Associates-In	All Grad Students	Graduate Division Dean approval required – submitted via ASES	$4,492 (3 or more Units) $2,246 (1-2 Units) Not eligible for contingent salary (Article 23)
Science Lab Bonus	N	Only for specific Biology and Chemistry wet lab courses.	87.5% of Course Salary
Enrollment Bonus	N	Only for courses with more than 50 students enrolled. Enrollment is measured: Session 1 – 7/8/19 Session 2 – 8/12/19 Special Session – Varies	Paid per course if 51+ students are enrolled: $20 per student (51-200) + $10 per student (201+)
Success Bonus	N	Only for courses in Summer Success Programs.	$500 per week Use special SSP program index in PPS. Details on payroll worksheets.

Instructor of Record Compensation - Restrictions

The maximum allowed for ALL summer compensation is:

- 33% of annual UC AY Salary (1/9 for 3 summer months = 3/9). See APM-600.

    Note: All faculty teaching 4 Summer Session courses will exceed the 33% restriction. Session 2 course salaries will be reduced as needed to stay below 33% max.

- 43% limit for Emeriti (Recall faculty). See APM-205.

- Academic Administrators (Ex. Provost, Dept. Chair) – AP will review compensation on a case-by-case basis.

Instructor of Record Compensation – Deductions

Taxes

The tax rate for compensation during summer depends on appointment type and DCP eligibility.
See APC-661, Appendix 1, APM 190 Appendix G, and PPM 230-43.

Unit 18 lecturers, instructors with a concurrent fiscal-year appointment, associates-in, emeriti faculty, appointees who have not worked at UCSD at any point in during the academic year (visiting faculty), staff who teach during the summer, researchers, and current under-graduate and graduate students employed as instructional support will be taxed based on W-4 allowances and the standard monthly tax tables.

> Important - This may place an instructor into higher federal and state tax brackets, resulting in a greater rate of tax withholding. This is due to the respective tax agency's regulations that do not allow any consideration for summer salary being seasonal. It is recommended that instructors consult an outside financial advisor to assist them in making any changes to their W-4 withholding allowances to avoid excess tax withholdings.

Benefits

- **Summer Salary – 403(b) Account**

    UC professors and Lecturers with Security of Employment are eligible for a special summer salary benefit directed to a Tax-Deferred 403(b) Plan.

    Compensation that many academic appointees receive for summer session is not considered covered compensation for determining UCRP benefits. Therefore, the 403(b) Plan provides employer and employee contributions to a Pretax Account based on eligible summer salary. The total contribution rate is 7 percent - employee pretax contribution of 3.5 percent and employer pretax contribution of 3.5 percent.

    For more details, please see APM-190, Appendix G: https://www.ucop.edu/academic-personnel-programs/academic-personnel-policy/policy-issuances-and-guidelines/revised-apm-190-appdx-g.html

- **DCP for Graduate Students**

  All international students on F1 and J1 visas, who are nonresident aliens for US tax purposes only, are exempt from student FICA. International students on F1 and J1 visas generally become resident aliens, for US tax purposes only, after their fifth calendar year in the United States.
  More details on the Graduate Division website: https://grad.ucsd.edu/financial/employment/benefits/student-fica.html.

  Nonresident alien employees who hold F1 or J1 visas, but meet the qualifications for resident alien status for tax purposes, are subject to DCP/Medicare withholding unless they meet the minimum course load requirement and have an appointment of less than 80% time. Student employees should contact their local Payroll Office if they believe they qualify to become resident aliens.
  More details on UCOP website: http://www.ucop.edu/financial-accounting/_files/StudentFICAGuidelines1.pdf.

- **Safe Harbor**

  UCSD Payroll deducts a total of 8.45% (7% DCP; 1.45% Medicare) from all summer wages. This is a mandatory contribution that is taken out in lieu of Social Security. Employees can request a disbursement of the DCP funds after they are separated from UCSD.

  > Non-residents on an F-1 (on-campus employment of 20 hours per week or less) or J-1 Visa do not contribute.

  For additional information, please visit the websites listed below.
  https://grad.ucsd.edu/financial/employment/benefits/student-fica.html.

- **Benefits**

  Summer Session appointments are not considered benefits-eligible appointments. The hours worked during Summer Session do not contribute towards the hours required to maintain benefits eligibility.

  For more information on benefits eligibility, please contact your department's HR representative.

Special Compensation - Summer Graduate Teaching Scholars Program

The Summer Graduate Teaching Scholars (SGTS) program gives graduate students an opportunity to participate in a faculty-mentored, professional development and teaching program.

SGTS program details can be found at http://undergrad.ucsd.edu/programs/sgts.html.

- In November, department chairs and program directors nominate graduate students.
- In November, academic departments also submit courses that taught by SGTS nominees to Summer Session for approval (standard procedure).
- SGTS award recipients are announced at the end of fall quarter.
- Summer Session approved courses are announced in December.
- SGTS participants attend required teaching preparation and support sessions through the Center for Engaged Teaching (CET).
- SGTS participants teach a standard Summer Session course.
- Faculty Mentors support their SGTS graduate student, as needed.

Note: Students not accepted into the SGTS program may still teach Summer Session courses as Associates-In, pending Graduate Division Dean approval.

SGTS Compensation – 3 Parts

SGTS Bonus Payment	Summer Session Course Salary	Faculty Mentor Payments
SGTS graduate students receive $1,200 for participating in the CET training sessions. This bonus is paid even if the course is cancelled due to low enrollment. Graduate Division processes these payments automatically. Students will receive the $1,200 on 7/1/19.	SGTS graduate students are hired and paid following the standard Summer Session model. Departments submit students via ASES. Graduate Division Dean approves the appointments. 4-Unit Course - $4,492 1-2 Unit Course - $2,246 Session 1 pay date – 8/1/19 Session 2 pay date – 8/30/19 SGTS graduate students are listed on payroll worksheets with all department Summer Session instructors. Academic department staff enters PPS appointments.	Faculty Mentors who nominate graduate students accepted into the SGTS program receive $500 payment to a research account. This payment will not be processed through payroll. Academic departments – Please email Denise Christensen (dechristensen@ucsd.edu, x20443) with a research account index by May 31, 2019.

Sample 2019 Payroll Worksheet – Instructors of Record

Payroll worksheets from Summer Session will show how much each instructor should be paid, and include the values to enter in the PPS fields.

FINAL PAYROLL WORKSHEET FOR SESSION 1

Paydate: 08/01/19

Name		Faculty Type	Title Code	DOS Code	Appt Begins	Appt Ends	Session	CourseID	Units	1st Snapshot 6/5/19	2nd Snapshot 7/8/19	%Full	Paydate Begins	Paydate Ends	Course Salary	Enr Bonus	Total Salary	Annual Salary
Weasley	Rose	GradStdnt	1506	SST	07/01/19	08/03/19	1	PSYC106	4	69	66	0.50	07/01/19	07/31/19	$4,492	$320	$4,812	$52,842
Lovegood	Luna	LRF	1203	SSC	06/15/19	09/22/19	1	PSYC104	4	67	60	0.50	07/01/19	07/31/19	$10,795	$200	$10,995	$127,000
Chang	Cho	LNSF	1550	SST	06/15/19	09/22/19	1	PSYC70	4	11	10	0.50	07/01/19	07/31/19	$4,400	$0	$4,400	$54,738
Longbottom	Neville	LRF	1103	SSC	06/15/19	09/22/19	1	PSYC6	4	24	17	0.50	07/01/19	07/31/19	$11,645	$0	$11,645	$137,000

7/16/19 - Chang - Paid on contingency: $400 * 11 = $4,400

PRELIMINARY PAYROLL WORKSHEET FOR SESSION 2

Paydate: 08/30/19

Name		Faculty Type	Title Code	DOS Code	Appt Begins	Appt Ends	Session	CourseID	Units	1st Snapshot 7/10/19	2nd Snapshot 8/12/19	%Full	Paydate Begins	Paydate Ends	Course Salary	Enr Bonus	Total Salary	Annual Salary
Bones	Susan	LRF	1103	SSC	06/15/19	09/22/19	2	PSYC102	4	69		0.50	08/01/19	08/31/19	$10,003	$0	$10,003	$122,500
Bones	Susan	LRF	1103	SSC	06/15/19	09/22/19	2	PSYC105	4	68		0.50	08/01/19	08/31/19	$10,004	$0	$10,004	$122,500
Krum	Victor	VistLect	1550	SST	06/15/19	09/22/19	2	PSYC181	4	13		0.50	08/01/19	08/31/19	$5,200		$5,200	$66,691
Potter	Albus	GradStdnt	1506	SST	08/01/18	09/07/19	2	PSYC7	4	14		0.50	08/01/19	08/31/19	$4,492		$4,492	$52,842

7/23/19 - Susan Bones is teaching 4 courses. Her Session 2 course salaries are reduced to stay under $40,833 (33% annual salary max). $40,833 - $20,826 from Session 1 = $20,007 or $10,003 & $10,004 for Session 2 courses.
7/23/19 - Krum paid on contingency: 13 * $400 = $5,200.

Summer DOS Codes

SSC	SST
Hint: Think **SEC**URE (Contributing to retirement)	Hint: Think **T**emporary
UCSD Ladder Rank Faculty: Professor/Assoc Prof/Asst Prof LSOE and LPSOE Adjunct Professor	Emeriti (Recall) Unit 18 Lecturers Visiting Instructors Associates-In

Dates for Summer Session Appointments and Distributions

Appointment dates used for Associates-In are different from other Instructors of Record. (See below).

Dates for **Associates-In**

	Appointment Start Must match distribution start date	Appointment End	Distribution Start	Distribution End
Session 1	7/1/19	8/3/19	7/1/19	7/31/19
Session 2	8/1/19	9/7/19	8/1/19	8/31/19
Special - 3 Weeks (1) 7/1/19 - 7/20/19	7/1/19	7/21/19	7/1/19	7/31/19
Special – 3 Weeks (2) 7/22/19 – 8/10/19	7/1/19	8/11/19	7/1/19	7/31/19
Special – 3 Weeks (3) 8/12/19 – 8/31/19	8/1/19	9/1/19	8/1/19	8/31/19
Special – 8 Weeks 7/1/19 – 8/24/19	7/1/19	8/25/19	7/1/19	7/31/19
Special – 10 Weeks 7/1/19 – 9/7/19	7/1/19	9/8/19	7/1/19	7/31/19

Dates for **All Other Instructors of Record**

	Appointment Start	Appointment End	Distribution Start	Distribution End
Session 1	6/15/19	9/22/19	7/1/19	7/31/19
Session 2	6/15/19	9/22/19	8/1/19	8/31/19
Special - 3 Weeks (1) 7/1/19-7/20/19	6/15/19	9/22/19	7/1/19	7/31/19
Special – 3 Weeks (2) 7/22/19 – 8/10/19	6/15/19	9/22/19	7/1/19	7/31/19
Special – 3 Weeks (3) 8/12/19 – 8/31/19	6/15/19	9/22/19	8/1/19	8/31/19
Special – 8 Weeks 7/1/19 – 8/24/19	6/15/19	9/22/19	7/1/19	7/31/19
Special – 10 Weeks 7/1/19 – 9/7/19	6/15/19	9/22/19	7/1/19	7/31/19

Schedule for Payroll Worksheets

Payroll worksheets will be uploaded to the Summer Session SharePoint site:

https://evc-share-campus.ucsd.edu/resourceadmin/summer/faculty-files/

Guidelines on when to enter Summer Session appointments into PPS.

	I want to enter PPS appointments ASAP. I do not mind making edits later.	I only want to enter PPS appointments once.
SESSION 1 **& Special Sessions starting in July*** PPS Deadline 7/25/19 Pay Date 8/1/19	**June 17, 2019** • Course salaries • Some salaries reduced to contingent payment. — May increase after July 15th. **July 15, 2019** • Final course salaries • Enrollment bonuses	**July 15, 2019** • Final course salaries • Enrollment bonuses
SESSION 2 **& Special Session starting in August** PPS Deadline 8/22/19 Pay Date 8/30/19	**July 22, 2019** • Course salaries • Some salaries reduced to contingent payment. — May increase after August 16th. **August 16, 2019** • Final course salaries • Enrollment bonuses	**August 16, 2019** • Final course salaries • Enrollment bonuses
*The 3-Week Special Session starting 7/22/19 will pay enrollment bonuses on the 8/30/19 pay date.		

Note: Summer Session may request that departments to enter a PPS appointment for visiting faculty before the preliminary payroll worksheets are available. Those requests will be made on a case-by-case basis.

PPS Data Entry Guidelines – Instructors of Record

PLEASE NOTE: Instructors who teach both sessions 1 and 2 are not separated between sessions.
1.   Log into PPS
2.   Choose a PPS screen or bundle to navigate through screens:
   - EAPC for instructors with an active appointment
   - RHIR for rehiring instructors who have been separated in PPS
   - HIRE for new hires
3.   Enter EAPC, RHIR, or HIRE in the "Next Func" field along with either the employee ID number or name
4.   Press F9 or navigate to the "command line" and type "Add A" then press Enter key

Note on Benefits: The BELI code on the EPER screen is changed to 5 to **stop benefits** in these situations:
   - Lecturers with a 9/9 appointment
   - Instructors with 9/12 or 11/12 appointment that ends on 6/30
   - When completing the HIRE or RHIR bundle
   - Graduate students (Associates-In) are **not** eligible for benefits

APPOINTMENT LINE for TOTAL COMPENSATION – COURSE SALARIES plus BONUSES (if applicable)

Type	5		
Basis	(leave blank)		
Pd Ovr	(leave blank)		
Appt Begin	061519	DIFFERENT DATES for Associates-In	
		Session 1 070119	Session 2 080119
Appt End	092219	DIFFERENT DATES for Associates-In	
		Session 1 080319	Session 2 090719
Dept	6-digit department code		
Title	Enter title code from payroll worksheet		
% Full	50% for one course 100% or two courses		
F/V	F (fixed)		
Annually	Add all Summer Session compensation (salary + bonuses)		
Rt	B (By-agreement)		
Sch	MO (Monthly)		
Time	N (no time sheet produced, not necessary)		
Lv	N (No Leave Accrual)		

DISTRIBUTION LINE for COURSE SALARY

Index	Your department index (funding source SOFI 99100A)	
Sub	0	
Dist %	(leave blank)	
Pay Begin	Session 1 & July Special Sessions 070119	Session 2 & August Special Session 080119
Pay End	Session 1 & July Special Sessions 073119	Session 2 & August Special Session 083119
Rate/Amt	Course salary amount from payroll worksheet	
DOS Code	SSC or SST (See payroll worksheet)	

DISTRIBUTION LINE for BONUS(ES)

Index	Your department index (funding source 99100A)	
Sub	0	
Dist %	(leave blank)	
Pay Begin	Session 1 & July Special Sessions	Session 2 & August Special Session
	070119	080119
Pay End	Session 1 & July Special Sessions	Session 2 & August Special Sessions
	073119	083119
Rate/Amt	Bonus amount from payroll worksheet	
DOS Code	SSC or SST (See payroll worksheet)	

5.   Press F5 to update the transaction, then F10 to enter comments. Comments are required before PPS will allow you to update your action.

Suggested comments:

"Appt to teach (Course) in Summer (1st Session, 2nd Session, or Special Session). One-time by-agreement payment on (Pay Day). Base salary _____, Bonus amount _____."

6.   Once you have added your comments, press F5 to complete the transaction.

PPS Entry Screen Fields

Example: Associates-In, Title Code 1506, Session 1

The screen is divided into 3 sections.
The tables below show the fields that need to be completed. All other fields are left blank.

Body	
Field Name	**Field Data**
Last Name	Triton
First Name	Luke
Emp Stat	A
Pri Pay	MO
Appointment Line	
Appt	10
Pgm	A
Typ	5
Appt Begin	**070119**
Appt End	**080319**
Dept	000987
Title	1506
% Full	0.50
F/V	F
Ann/Hr	4492
Rt	B
Sch	MO
Time	N
LV	N
Distribution Line	
Actions	11
Index	Your dept. index
Fund	99100A
Sub	0
PayBeg	070119
PayEnd	073119
Rate/Amt	4492
DOS	SST

Reminder
For all other Instructors of Record (Non-Assoc-In) use:

Appt Begin – 061519
Appt End - 092219

PAN Comments	
Field Name	**Field Data**
Status	Associate-In
Appt %	50%
Session	1st
Course Dates	07/01/19 – 08/3/19
Course Salary	$4,492
Contact/Ext	Sue x41122

Title Code 1100 – PROF-AY
1st Session (7/1/19-8/3/19) - Pay date 8/1/19

```
PPEAPC0-E1595              SD EDB Entry/Update
07/17/19  22:19:18     Appts./Distributions-Condense        Userid:  SDAPORWY
ID: 000110000   Name: WILSON, JACK          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
  30      ___    A   5   _           061519      092219      000207
Title                         Grade %Full F/V Ann/Hr Rate   Rt Sch Time Lv
1103   PROF-AY-1/9               _    .50   F  10099.00       B  MO   N   N

Dist No
Actions Index  Fund Sub FTE  Dis %  PayBeg PayEnd Step OA  Rate/Amt DOS PRQ D W

  31  THEXXXX 99100A 0                070119 073119           9699.00 SSC   _  _  _

  32  THEXXXX 99100A 0                070119 073119            400.00 SSC   _  _  _

  ____  _____ _____ __ ____ _____ _____ _____ ____ __  _____ ___ ___ _ _

  ____  _____ _____ __ ____ _____ _____ _____ ____ __  _____ ___ ___ _ _

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

PAN Comments

PROF-AY, 50%, 1st Session
Course Dates: 7/1/19-7/31/19
Course Payment: $9,699, Enrollment Bonus $400
Sue x41122

```
PPEAPCB-E1595              SD EDB Entry/Update
08/20/19   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    5   _   _          061519     092219     002231
Title                              Grade %Full F/V Ann/Hr Rate  Rt Sch Time Lv
1608    LECT SOE-AY-1/9              _   1.00  F  15740.00   B  MO   N    N

Dist No
Actions Index  Fund Sub FTE  Dis %  PayBeg PayEnd Step OA  Rate/Amt DOS PRQ D W
 51    PPP1754 99100A  0  ___ ____   080119 083119 ___  _   7870.00  SSC   ___
 52    PPP1754 99100A  0  ___ ____   080119 083119 ___  _   7870.00  SSC   ___
       _____ _____  _  ___ ____   _____ _____ ___  _   _____  ___   ___
       _____ _____  _  ___ ____   _____ _____ ___  _   _____  ___   ___

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

PAN Comments

Lecturer SOE, 100%, 2nd Session
Course Dates: 8/1/18-9/31/19
Two Course Payments: $7870, $7870
Total Payment: $15,740
Sue x41122

Title Code 1550 – Lecturer NSF
1st Session (7/1/19-8/3/19) - Pay date 8/1/19

```
PPEAPC0-E1595              SD EDB Entry/Update
07/23/19  21:25:10    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    S   _   _   _     061519     092219     000207
Title                         Grade %Full F/V Ann/Hr Rate  Rt Sch Time Lv
1550   LECT IN SUMMER SESSION   _    .50   F   4653.00      B  MO   N    N

Dist No
Actions Index  Fund Sub FTE  Dis %  PayBeg PayEnd Step OA  Rate/Amt DOS PRQ D W
  21    THEXXXX 99100A 0   _    _    070119 073119  _   _   4653.00  SST   _  _ _

  ___    _____ _____ _  _    _    _____ _____  _   _   _____  ___   _  _ _

  ___    _____ _____ _  _    _    _____ _____  _   _   _____  ___   _  _ _

  ___    _____ _____ _  _    _    _____ _____  _   _   _____  ___   _  _ _

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

PAN Comments

Lecturer NSF, 50%, 1st Session
Course Dates: 7/1/19-8/3/19
Course Payment: $4,653
Sue x41122

```
PPEAPC0-E1595              SD EDB Entry/Update
 7/23/19   22:23:15     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   S                  070119    080319     000987
Title                          Grade %Full F/V Ann/Hr Rate  Rt Sch Time Lv
 1506   ASSOC IN _-AY-1/9-GSHIP      __  .50   F  4492.00     B  MO   N    N

Dist No
Actions Index  Fund Sub FTE  Dis %  PayBeg PayEnd Step OA  Rate/Amt DOS PRQ D W

  11  MYFUND  99100A  0  ___ _____ 070119 073119 ___  __   4492.00  SST  _ __

  ___  _____  _____  _  _  _____  _____ _____ ___  __   _____  ___  _

  ___  _____  _____  _  _  _____  _____ _____ ___  __   _____  ___  _

  ___  _____  _____  _  _  _____  _____ _____ ___  __   _____  ___  _

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

PAN Comments

Associate-In, 50%, 1st Session
Course Dates: 7/1/19-8/3/19
Course Payment: $4,492
Sue x41122

Instructional Support

Summer Session block funds departments to provide instructional support for Summer Session courses.

Block funding is similar to the TA Allocation formula for Fall/Winter/Spring, with the formula adjusted for the shorter Summer Session term. See the Summer Session Guidebook for details.

- Departments are responsible for hiring Teaching Assistants, Readers, and Tutors.
- Departments are also responsible for PPS entry and timekeeping.

Academic Student Employees (ASE) - Compensation

The Graduate Division website lists the job descriptions and pay rates for Academic Student Employees (ASE).

- ASE job descriptions/duties - https://grad.ucsd.edu/financial/employment/ases/ase-employment-types.html

- Pay rates - https://grad.ucsd.edu/_files/financial-support/employment-files/student-pay-rates/Student%20Academic%20Title%20Rates%202018-20191.pdf

Title Codes for UCSD Students

Title Code	Title		Pay Rate
2310	Teaching Assistant (TA)		$32.23/hr
2850	Reader	Graduate Student	$16.26/hr
		Undergraduate Student	$15.45/hr
2860	Tutor	Graduate Student	$20.07/hr – Single Session $24.08/hr – Group Session
		Undergraduate Student	$15.45/hr – Single Session $18.51/hr – Group Session –OR- Tutor serving as an Instructional Apprentice (IA)
2510	Tutor	Postdoctoral Tutors	$24.72/hr – Single Session $29.63/hr – Group Session

Single Session is one-on-one
Group Session is three or more student

Title Codes for Non-UCSD Students

Non-students are hired by exception. Graduate Division Dean approval is required.

Title Code	Title	Pay Rate
2500	Reader	Use Graduate Reader Rate if hold baccalaureate
2510	Tutor (Serving in role of TA or tutor)	Use Graduate TA or Tutor rate if holds baccalaureate

EXAMPLES – 2019 Summer Session Payments for Academic Student Employees (ASE)

Sessions 1 & 2 – Five Week Courses (Standard length)

- Department can hire at any percentage.
- 100, 50, 33, and 25 are examples of the most popular percentages of time.
- The table below lists percentages for one 5-week Summer Session course.

Based on Student Academic Title Rates Effective 10/1/18
https://grad.ucsd.edu/_files/financial-support/employment-files/student-pay-rates/Student%20Academic%20Title%20Rates%202018-20191.pdf

Title	Percent Time	Total Hours	Amount Paid
Teaching Assistant	100%	200 hrs.	$6,446
Effective hourly rate =$32.23/hr.	50%	100 hrs.	$3,223
	33%	66 hrs.	$2,127
	25%	50 hrs.	$1,612
Reader - Graduate	100%	200 hrs.	$3,252
$16.26/hr.	50%	100 hrs.	$1,626
	33%	66 hrs.	$1,073
	25%	50 hrs.	$813
Reader - Undergraduate	100%	200 hrs.	$3,090
$15.45/hr.	50%	100 hrs.	$1,545
	33%	66 hrs.	$1,020
	25%	50 hrs.	$773
Tutor - Graduate	100%	200 hrs.	$4,014
Single Session: $20.07/hr.	50%	100 hrs.	$2,007
	33%	66 hrs.	$1,325
	25%	50 hrs.	$1,004
Tutor - Graduate	100%	200 hrs.	$4,816
Group Session: $24.08/hr.	50%	100 hrs.	$2,408
	33%	66 hrs.	$1,589
	25%	50 hrs.	$1,204
Tutor – Undergraduate	100%	200 hrs.	$3,090
Single Session: $15.45/hr.	50%	100 hrs.	$1,545
	33%	66 hrs.	$1,020
	25%	50 hrs.	$773
Tutor – Undergraduate	100%	200 hrs.	$3,702
Group Session: $18.51/hr.	50%	100 hrs.	$1,851
	33%	66 hrs.	$1,222
	25%	50 hrs.	$926

Special Sessions - 3, 8, & 10 Week Courses

- Departments can hire at any percentage.
- **100, 50, 33,** and **25** are examples of the most popular percentages of time.
- The table below lists percentages for one non-5-week Summer Session course.

Based on Student Academic Title Rates Effective 10/1/18
https://grad.ucsd.edu/_files/financial-support/employment-files/student-pay-rates/Student%20Academic%20Title%20Rates%202018-20191.pdf

Title	Percent Time	# of Weeks	Hrs/Wk	Total Hours	Amount Paid
Teaching Assistant	100%	3	40	120 hrs.	$3,868
Effective hourly rate = $32.23/hr.	50%	3	20	60 hrs.	$1,934
	33%	3	13	39 hrs.	$1,257
	25%	3	10	30 hrs.	$967
Reader – Graduate	100%	10	40	400 hrs.	$6,504
$16.26/hr.	50%	10	20	200 hrs.	$3,252
	33%	10	13	130 hrs.	$2,114
	25%	10	10	100 hrs.	$1,626
Reader - Undergraduate	100%	8	40	320 hrs.	$4,944
$15.45/hr.	50%	8	20	160 hrs.	$2,472
	33%	8	13	104 hrs.	$1,607
	25%	8	10	80 hrs.	$1,236
Tutor – Graduate	100%	3	40	120 hrs.	$2,408
Single Session: $20.07/hr.	50%	3	20	60 hrs.	$1,204
	33%	3	13	39 hrs.	$783
	25%	3	10	30 hrs.	$602
Tutor – Graduate	100%	3	40	120 hrs.	$2,890
Group Session: $24.08/hr.	50%	3	20	60 hrs.	$1,445
	33%	3	13	39 hrs.	$939
	25%	3	10	30 hrs.	$722
Tutor – Undergraduate	100%	3	40	120 hrs.	$1,854
Single Session: $15.45/hr.	50%	3	20	60 hrs.	$927
	33%	3	13	39 hrs.	$603
	25%	3	10	30 hrs.	$464
Tutor – Undergraduate	100%	3	40	120 hrs.	$2,221
Group Session: $18.51/hr.	50%	3	20	60 hrs.	$1,111
	33%	3	13	39 hrs.	$722
	25%	3	10	30 hrs.	$555

ASE Hiring and Payroll

A signed copy of each appointment letter must be received by the department **before** a student starts working.

TAs	Tutors and Readers
• Monthly payroll	• Bi-weekly or Monthly payroll
• Sub 0, Fixed in PPS	• Sub 2, Variable in PPS
• Timesheets are not required	• Timesheets are required

> IMPORTANT: A student cannot be paid monthly and hourly simultaneously because the payroll system will withhold taxes incorrectly. If a student has a monthly appointment as a Teaching Assistant or Associate-In and a Reader or Tutor appointment, the Reader/Tutor appointment must be set up on the **monthly** payroll.

Each academic department determines the percentages of employees' time based on the total number of work hours expected, and should audit instructional support payroll records to ensure that actual hours do not exceed the total projected hours.

Time spent in course preparation, classroom and laboratory teaching, office consultation, and reading student papers should be considered in determining the total hours and percentage of time.

Students who graduate in June 2019 are eligible to work as student employees until September 21, 2019.
Note: International students must have work authorization throughout their appointment.

GRADUATE STUDENTS AS TAs (2310), TUTORS (2860) AND READERS (2850)
- Graduate students may not exceed a 100% appointment (40 hours per week) for all UCSD commitments.
- The department must enter the salary into timekeeping for any sub 2 Summer Session payments.

Timekeeping
- Graduate students holding a TA title are not required to submit timesheets
- Readers and Tutors are required to submit a timesheet
- The pay schedules must match for all concurrent appointments in PPS.

Timekeeping Example: Graduate Student Reader

Reader worked 13.5 hours for Summer Session 2. Payment is: 13.5 hrs × $16.26/hour = $291.51
Enter the total amount of $291.51 into the RATE column in TAR.

BLINK – EMPLOYEE LINK – TIMEKEEPING

Biweekly   Period 8/11/19 – 8/24/19   Pay 9/4/19 Hrs 80

Name   Empl ID   Total Hrs   Total Pct
                          0.00   0.00

Index	Fund	S	Title	DOS	RATE	C	PCT	FXD HRS	END DATE	SICK	VAC	REG	OT	P OT	OTH
	99100A	2	2850	SST	**291.51**	M	0.0000	0.0	08/31/19	0.00	0.00	0.00	0.00	0.00	0

Separation
- Graduate students should not be separated at the end of the summer unless they have completed their degree and will no longer be employed by UCSD.
- Please contact Graduate Division at x46562 or x43727 with any questions.

UNDERGRADUATE TUTORS (2860) AND READERS (2850)

Eligibility
- Student must have paid UC Registration fees for Spring quarter prior to working in Summer Session.
- Undergraduate students may not exceed a 100% appointment for all UCSD commitments.

Separation
- Any undergraduate reader or tutor who does not have a promised and contracted appointment for the Fall quarter must be separated in PPS at the end of their appointment using the SEPARATION bundle.
- Please use "**BB – Appointment/contract appointment expired**" as the reason for the separation.

For questions on undergraduate student appointments, please see https://career.ucsd.edu/jobs-experience/index.html.

Late payroll adjustments will be accepted in Sept for the October 1 pay date.
For late or missed payroll after Sept, please contact the Summer Session Business office for approval before submitting payroll. Summer Session performs fiscal audits and closes books in October.

United Auto Workers (UAW) Contract

Teaching Assistants, Tutors, and Readers are Academic Student Employees (ASEs), covered by the contract with the United Auto Workers (UAW).

Student employees who are new hires or new to the bargaining unit must be provided with the Union Membership Election form, as well as the ASE Description of Duties form, which are available from the Graduate Division at http://grad.ucsd.edu/financial/employment/ases/academic-student-employees.html

1. Log into PPS
2. Choose a PPS screen or bundle to navigate through screens
   - EAPC for students with an active appointment
   - RHIR for rehiring students who have been separated in PPS
   - HIRE for new hires
3. Enter EAPC, RHIR, or HIRE in the "Next Func" field along with either the employee ID number or name
4. Press F9 or navigate to the "command line" and type "Add A" then press Enter key

APPOINTMENT LINE

Type	5 (Academic)		
Basis	(leave blank)		
Pd Ovr	(leave blank)		
	Session 1	Session 2	Special Session
Appt Begin	070119	080119	061519
Appt End	080319	090719	092219
Dept	6-digit department code		
Title	Enter title code		
% Full	Enter percentage of time This is a Graduate Division requirement.		
F/V	F (fixed)		
Annually	Enter course salary amount		
Rt	B (By-agreement)		
Sch	MO (Monthly)		
Time	N (no time sheet produced, not necessary)		
Lv	N (No Leave Accrual)		

DISTRIBUTION LINE

Index	Your department index (funding source SOFI 99100A)	
Sub	0	
Dist %	(leave blank)	
Pay Begin	Session 1 & July Special Sessions	Session 2 & August Special Session
	070119	080119
Pay End	Session 1 & July Special Sessions	Session 2 & August Special Session
	073119	083119
Rate/Amt	Course salary amount	
DOS Code	SST	

5. Press **F5** to update the transaction, then **F10** to enter comments. Comments are required before PPS will allow you to update your action.

   Suggested comments: "(TA), for (Course), taught by (Instructor of Record), in Summer (1st Session, 2nd Session, or Special Session), and total course salary ($)"

6. Once you have added your comments, press **F5** to complete the transaction.

PPS Data Entry Guidelines – Graduate and Undergraduate Tutors (2860) and Readers (2850)

1. Log into PPS
2. Choose a PPS screen or bundle to navigate through screens
   - EAPC for students with an active appointment
   - RHIR for rehiring students who have been separated in PPS
   - HIRE for new hires
3. Enter EAPC, RHIR, or HIRE in the "Next Func" field along with either the employee ID number or name
4. Press F9 or navigate to the "command line" and type "Add A" then press Enter key

APPOINTMENT LINE

Type	5 (Academic)		
Basis	(leave blank)		
Pd Ovr	(leave blank)		
	Session 1	Session 2	Special Session
Appt Begin	070119	080119	061519
Appt End	080319	090719	092219
Dept	6-digit department code		
Title	Enter title code		
% Full	Enter percentage of time		
F/V	V		
Annually	Enter course salary amount		
Rt	B (By-agreement)		
Sch	BW (bi-weekly) or MO (monthly) – Monthly if they have a concurrent monthly appointment.		
Time	A (to produce time sheet)		
Lv	N (No Leave Accrual)		

DISTRIBUTION LINE

Index	Your department index (funding source SOFI 99100A)	
Sub	2 (Must enter total course salary in timekeeping to generate pay)	
Dist %	(leave blank)	
Pay Begin	Session 1 & July Special Sessions	Session 2 & August Special Session
	070119	080119
Pay End	Session 1 & July Special Sessions	Session 2 & August Special Session
	073119	083119
Rate/Amt	Course salary amount	
DOS Code	SST	

5. Press F5 to update the transaction, then F10 to enter comments. Comments are required before PPS will allow you to update your action. Suggested comments:

   "(Tutor or Reader), for (Course), taught by (Instructor of Record), in Summer (1st Session, 2nd Session, or Special Session), and total course salary ($)."

6. Once you have added your comments, press **F5** to complete the transaction.

Title Code 2310 – Teaching Assistant (TA)
1st Session (7/1/19 - 8/3/19) - Pay date 8/1/19

```
PPEAPC0-E1595              SD EDB Entry/Update           05/15/19  15:39:31
05/15/19  19:35:50     Appts./Distributions-Condense      Userid:
ID:        Name:                           Emp Stat: A       Pri Pay: MO
      PAF Gen No:   9                    Stu/Reg:  Y        Page   3 of   3
Appt    Actions Pgm  Typ Bas Pd Ovr  Appt Begin  Appt End Dur   Dept    FLSA
 40             A    5   _   _        070119      080319   _     00203
Title                          Grade %Full F/V Ann/Hr Rate    Rt Sch  Time Lv
2310 TEACHG ASST-GSHIP           _   0.50  F   3223.00        B  MO     N   N

Dist No
Actions Index  Fund Sub FTE   Dis %  PayBeg PayEnd Step OA   Rate/Amt  DOS  PRQ D W
41
       MYFUND 99100A 0  __   _____ 070119 073119 ____ __   3223.00   SST  __ _ _

       _____ _____ __ ___  _____ _____ _____ ____ __   _____  ___  __ _ _

       _____ _____ __ ___  _____ _____ _____ ____ __   _____  ___  __ _ _

       _____ _____ __ ___  _____ _____ _____ ____ __   _____  ___  __ _ _
Next Func: ____  ID: _____   Name: _____ SSN: _____
U0001  Input accepted
===> _____
 F: 1-Help    2-Cancel              4-Print      5-Update
 F: 7-Backward           9-Jump
```

PAN Comments

TA, Graduate, 50%, Sub 0, 1st Session
Course Dates: 7/1/19-8/3/19
Course Payment: $3,223
Pay date: 8/1/19

Title Code 2860 – Graduate Tutor
2nd Session (8/5/19-9/7/19) - Pay date 8/31/19

Readers and Tutors are Sub 2 and are required to submit a timesheet. Calculate the hours worked, multiply by the hourly rate, and enter the total under the Rate column in TAR. **Readers and Tutors must be set up monthly if they have a concurrent monthly appointment.**

```
PPEAPC0-E1595              SD EDB Entry/Update           05/04/19  15:39:31
 05/04/19  19:35:50      Appts./Distributions-Condense     Userid:
 ID:        Name:                            Emp Stat: A      Pri Pay: MO
      PAF Gen No:    9                        Stu/Reg:  Y     Page   3 of  3
 Appt    Actions Pgm  Typ Bas Pd Ovr  Appt Begin  Appt End Dur  Dept     FLSA
  40             A    5   __  __        080119     090719   _   00203
 Title                            Grade %Full F/V Ann/Hr Rate    Rt Sch  Time Lv
 2860 TUT-GSHIP                     __   0.25   V  1204.00        B  BW    A   N

 Dist No
 Actions Index  Fund Sub FTE  Dis %  PayBeg PayEnd Step OA   Rate/Amt  DOS  PRQ D W
 41
         MYFUND 99100A 2  ___  _____  080119 083119 ___  __   1204.00   SST  __ _ _

         _____  _____ _ ___  _____  _____ _____ ___  __   _____  ___  __ _ _

         _____  _____ _ ___  _____  _____ _____ ___  __   _____  ___  __ _ _

         _____  _____ _ ___  _____  _____ _____ ___  __   _____  ___  __ _ _
 Next Func: ____  ID: _____  Name: _____  SSN: _____
 U0001  Input accepted
 ===> _____
  F: 1-Help    2-Cancel              4-Print      5-Update
  F: 7-Backward          9-Jump
```

BW if bi-weekly

PAN Comments

Tutor, Graduate, 25%, Sub 2, 2nd Session
Course Dates: 8/5/19-9/7/19
Course Payment: $1,204
Pay date: 8/31/19

Title Code 2850 – Graduate Reader
2nd Session (8/6/18-9/8/18) - Pay date 8/31/18

Readers and Tutors are Sub 2 and are required to submit a timesheet. Calculate the hours worked, multiply by the hourly rate, and enter the total under the Rate column in TAR. **Readers and Tutors must be set up monthly if they have a concurrent monthly appointment.**

```
PPEAPC0-E1595               SD EDB Entry/Update           05/04/19  15:39:31
05/04/19  19:35:50     Appts./Distributions-Condense      Userid:
ID:         Name:                        Emp Stat: A       Pri Pay: MO
     PAF Gen No:   9                      Stu/Reg:  Y       Page   3 of   3
Appt      Actions Pgm  Typ Bas Pd Ovr  Appt Begin  Appt End Dur   Dept     FLSA
40               A    5   __  __        080119      090719   _     00203
Title                         Grade %Full F/V Ann/Hr Rate    Rt Sch  Time Lv
2850 READER-GSHIP              __   0.25  V   813.00          B  MO    A   N

Dist No
Actions Index  Fund Sub FTE  Dis %  PayBeg PayEnd Step OA   Rate/Amt  DOS  PRQ D W
41
      MYFUND 99100A 2  ___  _____   080119 083119  ___ __    813.00    SST  __ _ _

___ _____ _____ ___ _ _____ _____ _____ _____ ___ __ _____ ___ __ _ _

___ _____ _____ ___ _ _____ _____ _____ _____ ___ __ _____ ___ __ _ _

___ _____ _____ ___ _ _____ _____ _____ _____ ___ __ _____ ___ __ _ _
Next Func: ____  ID: _____  Name: _____ SSN: _____
U0001  Input accepted
===> _____
 F: 1-Help    2-Cancel              4-Print     5-Update
 F: 7-Backward           9-Jump
```

BW if bi-weekly

PAN Comments
Reader, Graduate, 25%, Sub 2, 2nd Session
Course Dates: 8/5/19-9/7/19
Course Payment: $813
Pay date: 8/31/19

APPENDIX - Instructions for PPS Corrections

Retroactive Payments

If a payment is entered into PPS after the payroll deadline, the error is corrected by processing a retroactive PPS entry.

- PAN comments should state that the entry is retroactive and affects pay to alert Payroll that a payment must be issued.
- It is recommended to email the appropriate Payroll analyst to notify them that a retro payment is needed. https://blink.ucsd.edu/sponsor/BFS/divisions/payroll/contacts.html
- All PPS retroactive changes affecting pay require an additional 5 working days to process.

EXAMPLE

```
60  1203 PROFESSOR - ACADEMIC YEAR 1/9  101233 BEST COLLEGE     5-Acad  A-Acad  Grd:

06/15/19-09/22/19  0.50% Fix    14120.00 B  MO  Lv: N  Cov-A6  Bas/Pd: 00/00


61     XXX2006-99100A-0  SUMMER SESSION                    SSC  ASC-SUM SESS-AMT-DCP

       07/01/19-07/31/19         0.0000%  12000.00   St/OA:       WSP:    Prq:


62     XXX2006-99100A-0  SUMMER SESSION                    SSC  ASC-SUM SESS-AMT-DCP

       07/01/19-07/31/19         0.0000%   2120.00   St/OA:       WSP:    Prq:
```

PAN Comments
Retroactive Late payment, please issue on next pay date
Appt. to teach MMW5 in 1st Session.
Course Salary 12,000; Bonus $2,120.
Name/phone extension

Error Correction – Payment Previously Issued Incorrectly

When an employee has received an incorrect payment, the error must be corrected in PPS and discussed with the employee. If a payback is necessary, Payroll must also be contacted to discuss repayment options.

2 Types of Retroactive Entry: Clear Dated and Stale Dated

1. **Clear Dated Retroactive Entry**
   The appointment and distribution information still exists in PPS for revision.
   To correct the error, new information must be added and incorrect information deleted from PPS.

2. **Stale Dated Retroactive Entry**
   Past information in PPS has fallen off and is no longer visible in PPS.
   To correct the error, new appointment and distribution lines must be re-created providing only correct information.

Once PPS is updated for a retroactive adjustment, Payroll will reverse the incorrect payment and issue a new payment.
- If the error is an underpayment, the difference is issued to the employee.
- If the error is an overpayment, the employee must then reimburse the University. Reimbursements may be corrected by having the employee write a check back to the University or by Payroll deducting the overpayment from a future payment (if applicable).

Clear Dated PPS Steps

- If the appointment information is correct but the distribution is not, delete the incorrect distribution and add a new correct distribution.
- If the appointment information is incorrect but the distribution lines are correct, create a new appointment, copy the existing distributions to the new appointment and delete the old appointment and distribution lines. Please note this type of correction will not issue any pay.
- If the appointment and distribution lines are incorrect, create a new appointment and distribution lines with correct information and delete the old ones.

Please note, it is important that the error be reversed in this manner. It is not appropriate to type over the incorrect information.

EXAMPLE 1 - Clear Dated Underpayment

Below a Professor was paid at too low a class rate and bonus. To correct the underpayment, the old distributions (61 and 62) were deleted and new distributions (63 and 64) were added at the correct rates.

Please note, it is never appropriate to create a new distribution with only the difference in pay.

```
60   1203 PROFESSOR - ACADEMIC YEAR 1/9  200233 TOP COLLEGE      5-Acad  A-Acad  Grd:
06/15/19-09/22/19  0.50% Fix     7620.00 B  MO  Lv: N  Cov-A6  Bas/Pd: 00/00


DELETE DIST 61 XXX2006-99100A-0  SUMMER SESSION-           SSC   ASC-SUM SESS-AMT-DCP
               07/01/19-07/31/19          5000.00     St/OA: WSP:    Prq:


DELETE DIST 62 XXX2006-99100A-0  SUMMER SESSION-           SSC   ASC-SUM SESS-AMT-DCP
               07/01/19-07/31/19          2000.00     St/OA: WSP:    Prq:


ADD DIST 63    XXX2006-99100A-0 SUMMER SESSION-            SSC ASC-SUM SESS-AMT-DCP
               07/01/19-07/31/19          5500.00     St/OA:      WSP:    Prq:


ADD DIST 64    XXX2006-99100A-0 SUMMER SESSION-            SSC ASC-SUM SESS-AMT-DCP
               07/01/19-07/31/19          2120.00     St/OA:      WSP:    Prq:
```

PAN Comments
Clear Dated Retroactive Adjustment Affects Pay
Employee underpaid, please issue difference on next paycheck
Dist 61 deleted at $5000.00, Dist 63 added at correct rate of $5500.00
Dist 62 deleted at $2000.00, Dist 64 added at correct rate of $2120.00
Name/phone extension

EXAMPLE 2 - Clear Dated Overpayment

The following example is for a Professor who was overpaid on the bonus portion of the payment only. To correct the overpayment, the old distribution (62) is deleted and a new distribution (63) is added at the correct rate.

Please note, overpayments must be discussed with Payroll to confirm if the net or gross amount must be paid back and how payback will be handled.

```
60   1203 PROFESSOR - ACADEMIC YEAR 1/9    300333 SEVENTH COLLEGE      5-Acad  A-Acad  Grd:

06/15/19 - 09/22/19  0.50% Fix     7367.00 B   MO  Lv: N  Cov-A6  Bas/Pd: 00/009



          DIST 61 XXX2006-99100A-0 SUMMER SESSION-        SSC ASC-SUM SESS-AMT-DCP
                  07/01/19-07/31/19      5247.00    St/OA:      WSP:    Prq:



DELETE DIST 62 XXX2006-99100A-0 SUMMER SESSION-        SSC ASC-SUM SESS-AMT-DCP
                  07/01/19-07/31/19      2120.00    St/OA:      WSP:    Prq:



ADD DIST 63    XXX2006-99100A-0 SUMMER SESSION-        SSC ASC-SUM SESS-AMT-DCP
                  07/01/19-07/31/19      2000.00    St/OA:      WSP:    Prq:
```

PAN Comments
Clear Dated Retroactive Adjustment Affects Pay - Overpayment
Employee overpaid on bonus only, emp. will write the university a check for the difference
Dist 62 deleted at $2120.00, dist 63 added at correct rate of $2000.00
Name/phone extension

Stale Dated PPS Steps

Overpayments and underpayments are entered in PPS as if they were brand new appointments for stale dated adjustments. Since all the information has dropped off the system, you must re-create the appointment and distribution lines listing the correct information to be paid.

PAN comments must clearly state what the adjustment is.

Please note, overpayments must be discussed with Payroll to confirm if the net or gross amount must be paid back or deducted from a future check and how payback will be handled.

See PAN examples below:

PAN for Stale Dated Underpayment
Stale Dated retroactive adjustment affects pay - underpayment
Initial payment issued at $_____, should have been $_____
Please issue difference in pay on next check
Name/phone extension

PAN for Stale Dated Overpayment
Stale Dated retroactive adjustment affects pay - overpayment
Initial payment issued at $_____, should have been $_____
Employee to write a check to back to the Univ. for overpayment
Name/phone extension