Welcome!

What you need to do for Summer Session payroll

When you need to do it

How to enter PPS information

Instructors of Record
Mary Baran, Academic Personnel, x 23748

Graduate Students: Associates-In & Instructional Support
Courtney Aguila, Graduate Division, x 43727
Summer Session is still in SERF
Summer Session 2019

Session 1  7/1/19 – 8/3/19
Session 2  8/5/19 – 9/7/19

Special Sessions

<table>
<thead>
<tr>
<th>3 Weeks</th>
<th>8 Weeks</th>
<th>10 Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/19 – 7/20/19</td>
<td>7/1/19 – 8/24/19</td>
<td>7/1/19 – 9/7/19</td>
</tr>
<tr>
<td>7/22/19 – 8/10/19</td>
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<tr>
<td>8/12/19 – 8/31/19</td>
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</tbody>
</table>

Students started enrolling in courses 4/15/19
23,194 Enrollments as of 5/13/19
## Summer Session

### Annual Workflow

<table>
<thead>
<tr>
<th>Month</th>
<th>Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>Call for Course Proposals</td>
</tr>
<tr>
<td>November</td>
<td>Course Proposals Due</td>
</tr>
<tr>
<td>December</td>
<td>Advisory Committee Meeting</td>
</tr>
<tr>
<td>January</td>
<td>Preview of Classes posted</td>
</tr>
<tr>
<td>February</td>
<td>Classrooms Assigned</td>
</tr>
<tr>
<td>March</td>
<td>Schedule of Classes Available on TritonLink beginning March 21</td>
</tr>
<tr>
<td>April</td>
<td>Students Begin Enrollment</td>
</tr>
<tr>
<td>May</td>
<td>Enrollment Management of Waitlists</td>
</tr>
<tr>
<td>June</td>
<td>Student Fees Due</td>
</tr>
<tr>
<td>July</td>
<td>Session 1 Classes Begin</td>
</tr>
<tr>
<td>August</td>
<td>Session 2 Classes Begin</td>
</tr>
<tr>
<td>September</td>
<td>Sessions End</td>
</tr>
</tbody>
</table>

**2,552 Students on Waitlists!**
Hot off the Press - NEW 2019 Incentive Program from Academic Affairs to support students’ time to degree.

Increased funding to departments offering more Summer Session courses AND achieving more student enrollments than Summer Session 2018.

- $1,000 per course
- $25/student (Arts & Humanities, Social Sciences)
- $50/student (Biological Sciences, Physical Sciences, Engineering)

More details coming soon.
Overview - New Vision & New Life for Summer Session

Goal: Grow Summer Session
Help your department build on your established successes!

Student Outreach

- Email, newsletters, social media
- Link to Summer Session website on your Division/Department websites

Creative Ways for Students to Engage & Unplug from studying

- New activities & events during Summer Session

Push to grow outwardly to visiting students, but focus is still on our current UCSD students.
Kara Burke
Marketing
PR
Engagement
Events

New to
Summer
Session

I look forward to working with you & your department!

Who should I contact to carry out this vision?

Please email or call me with any questions, concerns, or ideas.

klburke@ucsd.edu
858-534-5309
What’s New for 2019?

• No course salary cap!
  ➢ All instructors paid 8.5% annual salary (4+ unit course)
  ➢ Impact: Any instructor teaching 4 courses will be at 34% annual salary - 1% reduction is required.

• Interfolio pilot for Summer Session appointment files.
  ➢ Optional - Some departments still using SharePoint for appointment files.
  ➢ Payroll worksheets and appointment letters will continue to be uploaded to SharePoint.

• Campus is moving from Blackboard to Canvas
  ➢ Summer Session visiting lecturers will use Canvas
  ➢ http://edtech.ucsd.edu
Summer Success Programs

Credit-bearing courses in the following programs:

- Academy in the Arts & Humanities
- Summer Bridge
- Summer Engineering Institute
- Triton Freshman Scholars (5 & 8 Week courses)
- Triton Sophomore Scholars

Faculty Director payments – Anytime between July-Sept.
Instructor Success Bonuses ($500 per week) will be paid with a different index. See details on payroll worksheets.
Summer Graduate Teaching Scholars (SGTS) – Faculty mentor $500 payments will NOT go through payroll. Please email a research fund index number to Denise Christensen at dechristensen@ucsd.edu.

Visiting instructors will need FERPA training. (Valid for 3 years.)
Summer Session cannot add an instructor to the Schedule of Classes unless they have an active teaching appointment in PPS (and ISIS).

Instructors cannot access campus systems if their name is not on the Schedule of Classes.

Students are now using EASy (Enrollment Authorization System) to request prerequisite approvals from professors. The request cannot be automatically processed when the instructor name is “STAFF”.
Summer Session Payroll Requires Teamwork!

- Summer Session: How much to pay
- Academic Departments: PPS entries
- AP & Grad Division: Oversight
Summer Compensation for Instructors is Complicated!

**MAXIMUM ALLOWED**

33% (or 3/9) of UC AY Annual Salary
(1/9 for 3 summer mos. = 3/9)
See APM-661

43% limit for Recall Faculty
See APM-205

**Note**
Instructors who teach 4 courses in Summer Session will exceed the 33% of UC salary maximum. Session 2 course salaries will be reduced as needed.

**Full Course Salary**
- 3-6 Unit Course: 8.5% of Annual Salary
- 1-2 Unit Course: 4.25% of Annual Salary

**Low Enrollment**
Courses with < 15 students may be paid on contingency:
$100 × Units × Students
Graduate Students not eligible for contingent salary.

**Enrollment greater than 50 students:**
$20 per Student (51-200) + $10 per Student (201+)
Some Success Program courses are not eligible.

**$500/week with different index**
(see payroll worksheet)

**87.5% of Course Salary**
Select Biology & Chemistry wet labs

See APM-661

43% limit for Recall Faculty
See APM-205

Note
Instructors who teach 4 courses in Summer Session will exceed the 33% of UC salary maximum. Session 2 course salaries will be reduced as needed.
Don’t Worry!

• Summer Session will do all the math for you!

• We’ll upload payroll worksheets to your department folder on SharePoint with all the info.

• If you need SharePoint access, email Lisa Bargabus at summer-payroll@ucsd.edu.
# SAMPLE PAYROLL WORKSHEET

**Date:** 7/23/19  
**Department:** Psychology  
**Fund:** 991004  
**Questions?** Contact Lisa Bargabus at x25064 or summer-payroll@ucsd.edu

### FINAL PAYROLL WORKSHEET FOR SESSION 1

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Code</th>
<th>DOS Code</th>
<th>Appointment Line</th>
<th>CourseID</th>
<th>Units</th>
<th>1st Snapshot 6/19</th>
<th>2nd Snapshot 7/19</th>
<th>% Full</th>
<th>Paydate Begins</th>
<th>Paydate Ends</th>
<th>Course Salary</th>
<th>Enr Bonus</th>
<th>Total Salary</th>
<th>Annual Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wesley Rose</td>
<td>GradStntd</td>
<td>1508</td>
<td>SST</td>
<td>07/01/19 - 08/31/19</td>
<td>PSYC106</td>
<td>4</td>
<td>69</td>
<td>66</td>
<td>0.50</td>
<td>07/01/19</td>
<td>07/31/19</td>
<td>$4,492</td>
<td>$320</td>
<td>$4,812</td>
<td>$52,842</td>
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<tr>
<td>Lovegood Luna</td>
<td>LRF</td>
<td>1203</td>
<td>SSC</td>
<td>06/15/19 - 09/22/19</td>
<td>PSYC104</td>
<td>4</td>
<td>67</td>
<td>60</td>
<td>0.50</td>
<td>07/01/19</td>
<td>07/31/19</td>
<td>$10,793</td>
<td>$200</td>
<td>$10,995</td>
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<tr>
<td>Chang</td>
<td>LNSF</td>
<td>1550</td>
<td>SST</td>
<td>06/15/19 - 09/22/19</td>
<td>PSYC70</td>
<td>4</td>
<td>11</td>
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<td>1103</td>
<td>SOC</td>
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<td>PSYC6</td>
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<td>$11,645</td>
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**7/16/19 - Chang - Paid on contingency: $400 * 11 - $4,400**

### PRELIMINARY PAYROLL WORKSHEET FOR SESSION 2

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Code</th>
<th>DOS Code</th>
<th>Appointment Line</th>
<th>CourseID</th>
<th>Units</th>
<th>1st Snapshot 7/10/19</th>
<th>2nd Snapshot 8/12/19</th>
<th>% Full</th>
<th>Paydate Begins</th>
<th>Paydate Ends</th>
<th>Course Salary</th>
<th>Enr Bonus</th>
<th>Total Salary</th>
<th>Annual Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bones</td>
<td>Susan</td>
<td>LRF</td>
<td>1103</td>
<td>06/15/19 - 09/22/19</td>
<td>PSYC102</td>
<td>4</td>
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<tr>
<td>Bones</td>
<td>Susan</td>
<td>LRF</td>
<td>1103</td>
<td>06/15/19 - 09/22/19</td>
<td>PSYC105</td>
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<td>08/31/19</td>
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<td>$122,500</td>
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<tr>
<td>Krum</td>
<td>Victor</td>
<td>VstLct</td>
<td>1550</td>
<td>06/15/19 - 09/22/19</td>
<td>PSYC181</td>
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<tr>
<td>Potter</td>
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<td>GradStntd</td>
<td>1508</td>
<td>08/01/18 - 05/07/19</td>
<td>PSYC7</td>
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<td>$4,492</td>
<td>$0</td>
<td>$4,492</td>
<td>$52,842</td>
</tr>
</tbody>
</table>

**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 - $20,097 or $10,003 & $10,004 for Session 2 courses.**

**7/23/19 - Krum paid on contingency: 13 * $400 = $5,200.**
You can get email alerts when a payroll worksheet is uploaded to SharePoint.

1. Log into SharePoint (with your email username & password)
   https://evc-share-campus.ucsd.edu/resourceadmin/summer/faculty-files/

2. From your department folder, select **Library Tools – Library**
3. Select **Alert Me – Set alarm on this library**
You can set one or more people to receive email when a payroll worksheet is uploaded!

Recommendation: “New items are added”
SharePoint Tip – Hover your mouse on a file name to download a copy.
Timeline for Session 1 & July Special Session Payroll Worksheets

**JUNE**

1st Snapshot: 5
Course Cancellations: 10
1st Payroll Worksheet: 26

**JULY**

2nd Snapshot: 8
Final Payroll Worksheet: 15
Final Course Salaries: 25
Enrollment Bonuses

Course Salaries (contingent if <15 students)

PPS Deadline: 8/1/19
Pay Date: 8/25
Timeline for Session 2 & August Special Session Payroll Worksheets

**JULY**

- **1st Snapshot**
- **Course Cancellations**
- **1st Payroll Worksheet**

**AUGUST**

- **2nd Snapshot**
- **Final Payroll Worksheet**
- **Final Course Salaries Enrollment Bonuses**
- **PPS Deadline**

**PAY DATE**

- **8/30/19**

- **Course Salaries (contingent if <15 students)**
Useful Stuff you need to know for PPS

1 Summer Session Course - 50% appointment
2 Summer Session Courses - 100% appointment

Maximum
• 2 courses per Session
• 4 courses total during Summer Session
<table>
<thead>
<tr>
<th>SSC</th>
<th>SST</th>
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</thead>
<tbody>
<tr>
<td>Hint: <strong>SECURE</strong></td>
<td>Hint: <strong>TEMPORARY</strong></td>
</tr>
<tr>
<td>UC Ladder Rank Faculty</td>
<td>Everyone Else</td>
</tr>
<tr>
<td>Professor</td>
<td>Recall</td>
</tr>
<tr>
<td>LSOE</td>
<td>Visiting Prof</td>
</tr>
<tr>
<td>LPSOE</td>
<td>Lecturer</td>
</tr>
<tr>
<td>Adjunct Professor</td>
<td>Associate-In</td>
</tr>
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</table>
## Useful Stuff you need to know for PPS

### Sub Categories

<table>
<thead>
<tr>
<th>Sub 0</th>
<th>Sub 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Instructors of Record&lt;br&gt;Teaching Assistant (TA)&lt;br&gt;No timekeeping&lt;br&gt;Flat rate paid</td>
<td>Reader and Tutor&lt;br&gt;Timekeeping required&lt;br&gt;Hourly reported in TAR</td>
</tr>
</tbody>
</table>
Lecturer NSF, 50%, 1st Session
Course Dates: 7/1/19-8/3/19
Course Payment: $4,653
Sue x41122
**PROF-AY, 50%, 1st Session**

**Course Dates:** 7/1/19 – 8/3/19

**Course Payment:** $9,699, Enrollment Bonus $400

Sue x41122

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<table>
<thead>
<tr>
<th>Action</th>
<th>Pgm</th>
<th>Typ</th>
<th>Bas</th>
<th>Pd</th>
<th>F/O</th>
<th>Grade</th>
<th>Full</th>
<th>Ann/Hr</th>
<th>Rate/Amt</th>
<th>Fund</th>
<th>Sub</th>
<th>FTE</th>
<th>Dis %</th>
<th>Pay Beg</th>
<th>Pay End</th>
<th>Step</th>
<th>OA</th>
<th>Rate/Amt</th>
<th>DOS</th>
<th>PRQ</th>
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</tbody>
</table>

PAN Comments
Lecturer SOE, 100%, 2nd Session
Course Dates: 8/5/19 – 9/7/19
Two Course Payments: $7870, $7870
Total Payment: $15,740
General Reminders

- Only approved AI appointments flagged by Matt should be entered into PPS. All other summer graduate student payroll entries are to be entered after mid-May.
- Obtain home department approval.
- Check eligibility (academic and financial).
- Check work permit end date (F1: see I-20; J1: see DS-2019).
- Add new appointment line in PPS when changing Title Code, step, rate, or percentage.
General Reminders

- Add WOS appts for students still engaged in research when appropriate.
- Add College Code as 00 for graduate students to avoid incorrect DCP deductions.
- College Code stays blank for undergraduate students and Nonstudent Tutors.
- Add “E” for Employee Relations Code on EPER to ensure correct employee unit and representation codes.
### Associate-In, 50%, 1st Session

- **Course Dates:** 7/1/19 - 8/3/19
- **Course Payment:** $4,492

### Comments

- **PAN:** Sue x41122
<table>
<thead>
<tr>
<th>Title Code</th>
<th>Teaching Assistant (TA)</th>
<th>1st Session (7/1/19 – 8/3/19)</th>
<th>Pay date 8/1/19</th>
</tr>
</thead>
</table>

Teaching Assistant, 50%, Sub 0, 1st Session
Course Dates: 7/1/19 - 8/3/19
Course Payment: $3,223    Sue x41122

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 Lvl
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
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.
Title Code 2850 – Graduate Reader • 2nd Session (8/5/19 - 9/7/19) - Pay date 8/30/19

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.**
Questions?

We are happy to help!

Summer Session Contacts

Lisa Bargabus
x 25064
summer-payroll@ucsd.edu

Kara Burke
x 45309
klburke@ucsd.edu

Matt Sapien
x 44744
summer-scheduling@ucsd.edu