



UC San Diego

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.

The Payroll Documents folders on the Summer Session OneDrive contain 2 (or 3) Excel files:

1. A full list of your Summer Session instructors as of 7/21/21.
Use this list to help fill-in the mass upload spreadsheets.
2. Mass Upload Spreadsheet for AUGUST
3. Mass Upload Spreadsheet for SEPTEMBER – ONLY if you have faculty that need to spread their payment into September.
Note: Your July Mass Upload spreadsheet has been moved to the July Spreadsheet folder – in case you want to reference it.

NEXT STEPS FOR DEPARTMENTS – AUGUST Pay Period

1. Please fill-in the missing info in the yellow boxes for each instructor in the AUGUST Mass Upload Spreadsheet. **DEADLINE is AUGUST 6th.**
 - 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 AUGUST 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](#)