• Accountability
• Data
• Navigation

Instructors:
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Human Resources

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Academic Personnel
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- Viktortiya Filippova, Sr. Analyst  
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  - Physical Sciences, Bren School, Engineering, Depts of Art, Art History, Dramatic Art & Dance, Film & Media Studies, MATP
**Online Resources**

- **Human Resources PPS Information**
  - [http://www.hr.ucsb.edu/pps-uc-path/payrollpersonnel-system-pps](http://www.hr.ucsb.edu/pps-uc-path/payrollpersonnel-system-pps)

- **Academic PPS FAQs**
  - [https://ap.ucsb.edu/frequently.asked.questions/payroll.personnel.system/](https://ap.ucsb.edu/frequently.asked.questions/payroll.personnel.system/)

- **Business & Financial Services**
  - [http://www.bfs.ucsb.edu/payroll/welcome](http://www.bfs.ucsb.edu/payroll/welcome)

- **Data Warehouse**
  - [http://wh.isc.ucsb.edu/](http://wh.isc.ucsb.edu/)
Policy Resources - Staff

- Non-Represented Staff
  - Personnel Policies for Staff Members (PPSM)
    - http://policy.ucop.edu/manuals/personnel-policies-for-staff-members.html
  - Local Personnel Policies for Staff Members
  - Sr. Management Personnel Policies

- Represented Staff
  - Collective Bargaining Unit Contracts
    - http://ucnet.universityofcalifornia.edu/labor/bargaining-units/
Policy Resources - Academic

Academic

- Academic Personal Website
  - https://ap.ucsb.edu/
- Academic Personnel Manual (APM)
  - UC-wide policies and procedures
- Red Binder
  - Campus AP policies & procedures
Link to PPS Test Log On

https://ppstr.ucop.edu/pp8/login.jsp
Appointment Types

- Staff
  - Contract (PPS code 1)
  - Career (2)
  - Limited (3)
  - Casual/Restricted (4)
  - Per Diem (6)
  - Partial-Year Career (7)
- Academics (5)
Appointment Types cont.

- **Contract (1)**
  - Established at a fixed or variable percentage of time for a definite period. Terms and conditions of employment are specified in a written employment contract.
    - Industry Standard - coaches, etc.
    - Limited Term - specific project

- **Career (2)**
  - Appointment established at a fixed or variable percentage of time at 50% or more, expected to continue for a year or longer.
  - Conversion from Limited appointment after 1,000 hours on pay status in 12 consecutive months without a break in service of at least 120 consecutive calendar days.
Appointment Types

• **Limited (3)**
  - Appointment established at any percentage of time, fixed or variable, during which an employee is expected to be on pay status for less than 1,000 hours in a 12-month period.

• **Casual/Restricted (4)**
  - Reserved for registered UC students ONLY
  - Staff title, *not* Academic (TA, Reader, Tutor)
  - Title Codes:
    - 4921 Assistant II
    - 4920 Assistant III  4919  Assistant IV
      - *Assistant I (4922) was discontinued 6/30/08*
  - Summer employment
    - Requires enrollment in both previous Spring and following Fall quarters.
Appointment Types

- **Academic (5)**
  - Must include research and/or teaching responsibilities
  - Examples:
    - Professors
    - Lecturers
    - Graduate Student Researchers
    - Teaching Assistants

- **Partial-Year Career (7)**
  - Career appointment with regularly scheduled periods, not to exceed 3 months per calendar year, during which the incumbent remains an employee but is not at work.
  - Student Health Center
Title Codes

- **Academic**
  - 0800 through 3999

- **Staff**
  - **Tier 1** – Professional & Support Staff (PSS)
    - Non-represented and represented staff
    - Title Codes ≥ 4000
  - **Tier 2** – Managers & Senior Professionals (MSP)
    - Non-represented only
    - Title Codes < 0800
    - Sr. Management Group (SMG) – TC < 0200
Action Codes

- Denotes type of action, especially for changes in appointment or pay

- Appointment level
  - 10 – Promotion
  - 38 – Upward Reclassification

- Distribution level – pay
  - 18 – Change in Fund Source
  - 42 – Equity Increase
Description of Service Codes

Description of Service Codes aka DOS Codes set forth an abbreviated description of the type of pay an employee is to receive.

**Examples:**
- REG – Regular Pay
- SDF – Shift Differential
- WOS – Without Salary
- OTS – Overtime/Straight Time
- OTP – Overtime/Premium
Non-Represented – Staff

Non-represented Staff (99)

- Designated titles: Analyst, Student Affairs Officer (SAO), Engineer, etc.
- Supervisor
- Manager
- Confidential
  - Access to collective bargaining
  - Only in administrative offices such as HR, AP, Chancellor’s Office, etc.
Union Representation – Staff

- Clerical (CX)
- Service (SX)
- Technical (TX)
- Research Support (RX)
- Skilled Crafts (K8)
- Campus based Physicians, Dentists & Podiatrists (DX)
- Nurses (NX)
- Health Care Professional (HX)
- Patient Care Technical (EX)
- Police Officers (PA)
Union Representation - Academic

- Academic titles are non-represented, except for the following:
  - Lecturers (IX)
  - Librarians (LX)
  - Postdoctoral Scholars (PX)
  - Academic Student Employees (BX)
    - Readers, Tutors, Teaching Assistants
BELI – Benefits Eligibility Level Indicator

- **1 – Full Benefits**
  - At least 50% for one year or more
    - OR worked 1000 eligible hours in rolling 12-month period
    - OR member of non-Senate Instructional Unit and worked 750 eligible hours within a 12-month period
  - Maintain minimum average paid time of 17.5 hrs/wk (17.5 hrs/wk = 43.75%)
  - Member of UC Retirement Plan
  - Medical, Dental, Vision, Life, Disability, AD&D
BELI – Benefits Eligibility Level Indicator

2 – Mid-Level Benefits
- 50% or more for one year or more, but not eligible for UC Retirement Plan (only Academic titles, such as visiting titles or Lecturer not paid 50% for entire academic year)

3 – Mid-Level Benefits
- 100% for at least 3 months but less than 12 months
- Not a member of UC Retirement Plan

- Maintain minimum average paid time of 17.5 hrs/wk
- Medical, Life, AD&D, etc. (but no Dental, Vision or Disability)
BELI – Benefits Eligibility Level Indicator

4 – CORE Benefits
- At least 43.75% (17.5 hrs/wk) but does not meet requirement of BELI 1, 2 or 3
- Maintain minimum average paid time of 17.5 hrs/wk
- CORE Medical, CORE Life, AD&D

5 – Not Eligible
- Less than 43.75%
- OR not eligible for benefits (e.g., student title, per diem, without salary or by agreement)
BELI –
Benefits Eligibility Level Indicator

- P – Postdoctoral Scholar
  - Eligible Title codes
    - 3252 – Postdoctoral Scholar – Employee
    - 3253 – Postdoctoral Scholar – Fellow
    - 3254 – Postdoctoral Scholar – Paid Direct
  - By policy appointments must be at 100% time. If appointment is less that 100% time, consult with the Benefits Office.
  - Medical, Dental, Vision, Life, AD&D, Disability
BELI – Benefits Eligibility Level Indicator

Further BELI details at:
- [http://www.hr.ucsb.edu/benefits/benefits-eligibility](http://www.hr.ucsb.edu/benefits/benefits-eligibility)

Postdoctoral Scholars Benefits Plan
- [http://www.hr.ucsb.edu/benefits/postdoctoral-scholars](http://www.hr.ucsb.edu/benefits/postdoctoral-scholars)

For all BELI questions please contact the Benefits office:
- Cynthia Del Rosario, x2489
- Lisa Romero, x5163
Date of Hire, Original Hire Date

- **Date of Hire** = *most recent date of hire*
  - Needs to be changed only upon rehire (with break in service)

- **Original Date of Hire**
  - Date first hired by the University
  - **Once established, do not change**
  - **If Intercampus Transfer** - the original hire date is the original and most recent date of hire. Nothing changes.
Employee Relations Code (ERC)

- A – Manager, not confidential
- B – Manager, confidential
- C – Supervisor, not confidential
- D – Supervisor, confidential
- E – All others, not confidential
- Most Academics have an ERC of “E.”
- F – All others, confidential
- G – Not covered by HEERA (out of state)
Employee Relations Code (ERC)

- H – Student in academic title, covered by HEERA (TA’s, Readers, Tutors)
- I – Student in academic title, not covered by HEERA

*An ERC Table is included in your materials.*
Probationary Period End Date

- Use for Career Staff *only*
  - Generally 6 months from start of career status
  - May be “less” than 6 months from career start (Limited to Career action)
  - May be more – up to 3 months extension
  - “Date to date”
    - Ex. 1/15/12 through 7/15/12
- Refer to HR Labor Relations before:
  - Extending Probationary Period
  - Releasing employee from Probation
Next Salary Review Type/Date

- Career Staff
  - Next Salary Review Type
  - For **MOST** employees the review type is “2 – Merit Increase.”
  - Reflects Merit Cycle
    - Generally October 1\(^{st}\)
    - Must be past probation

*Always* answer these questions either in Web or CICS for Career or Partial Year Career **STAFF** Employees!
Next Salary Review Type/Date

Academic employees:

- Next Salary Review Type and date are left blank
- Merit eligibility is tracked through Academic Personnel on-line system
Salary Scales: Staff

- Title Code System at [https://tcs.ucop.edu/tcs/jsp/home](https://tcs.ucop.edu/tcs/jsp/home)
- Staff Covered vs. Uncovered (COV/UNC)
- Staff Exempt vs. Non-Exempt
  - Non-Exempt is eligible to earn overtime
  - Exempt is not eligible to earn overtime
- Staff Stepped vs. Open Ranges
  - Stepped – Every step has exact rate. Format is 1.0, 3.5, etc.
  - Open – No steps. Minimum through maximum rates. If Non-rep title, refer to Grade
- Grade Type & Grade (non-rep Staff titles only)
  - MSP, PSS, PH and DO
When hiring/rehiring an employee you should be provided with the pay rate and the grade or step. If not, please follow up with your supervisor or the person responsible for hiring in your department.

- It is your responsibility to confirm that the pay rate, grade, step, etc. are correct when entering new hire/rehire information into PPS.

The TCS table has the most accurate and most current salary information. HOWEVER, The Office of the President updates the TCS table well before any effective dates for wage implementations or general salary programs.

With that in mind, when hiring employees AFTER the TCS has been updated AND/OR BEFORE the effective date of the TCS table, look here http://www.hr.ucsb.edu/compensation/salary-scales. This section shows you the most recent salary scales prior to the TCS update.
Salary Scales cont.

- This chart illustrates all the UCSB Salary Grade Ranges. [http://www.hr.ucsb.edu/sites/www.hr.ucsb.edu/files/docs/compensation/MSP_PSS_Ranges_eff_July_2014.pdf](http://www.hr.ucsb.edu/sites/www.hr.ucsb.edu/files/docs/compensation/MSP_PSS_Ranges_eff_July_2014.pdf) A copy of this chart is in your class materials.

- How do you tell the effective date of the TCS table?
TCS EFFECTIVE DATE FOR GRADE POSITIONS

Effective: 07/01/2014

<table>
<thead>
<tr>
<th>Rate Type</th>
<th>Minimum</th>
<th>Midpoint</th>
<th>Maximum</th>
<th>Rate</th>
<th>A - Annual</th>
<th>Grade Type</th>
<th>SB</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly</td>
<td>$3,389.75</td>
<td>$4,730.08</td>
<td>$6,086.33</td>
<td>$19.48</td>
<td>(19.481322)</td>
<td>$40,677.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hourly</td>
<td></td>
<td></td>
<td></td>
<td>$27.24</td>
<td>(27.238111)</td>
<td>$56,869.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual</td>
<td></td>
<td></td>
<td></td>
<td>$34.99</td>
<td>(34.990421)</td>
<td>$73,060.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Shift Rates:
No shift rates

On-Call Rates:
No on-call rates

Effective: 07/01/2014

<table>
<thead>
<tr>
<th>Rate Type</th>
<th>Minimum</th>
<th>Midpoint</th>
<th>Maximum</th>
<th>Rate</th>
<th>A - Annual</th>
<th>Grade Type</th>
<th>SB</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly</td>
<td>$3,389.75</td>
<td>$4,730.08</td>
<td>$6,086.33</td>
<td>$19.48</td>
<td>(19.481322)</td>
<td>$40,677.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# TCS Effective date for step positions

![TCS Effective date for step positions](https://tcs.ucop.edu/tcs/jsp/nonAcademicTitlesDetail.htm?titleCode=4722&campus=08&subLoc=**)

## Non-Academic Title Detail

### 4722 - BLANK AST 3

<table>
<thead>
<tr>
<th>General Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus: Santa Barbara</td>
</tr>
<tr>
<td>Sub Loc: ** - Rates apply across Sub Locations</td>
</tr>
<tr>
<td>Personnel Program: PSS - Professional Support Staff</td>
</tr>
<tr>
<td>Bargaining Unit/TUC: CX - CLERICAL AND ALLIED SERVICES</td>
</tr>
<tr>
<td>Occupational Subgroup: B16 - CLERICAL/ADMIN, SPECIAL/MAIL</td>
</tr>
<tr>
<td>Federal Occupational Subgroup: DA - CLERICAL/ADMINISTRATIVE</td>
</tr>
<tr>
<td>Standard Occupational Category: 570</td>
</tr>
<tr>
<td>Linkage Code: 602</td>
</tr>
<tr>
<td>Standard Hours/Week: 0.00</td>
</tr>
<tr>
<td>Safety Status: 0 - Non-Safety</td>
</tr>
</tbody>
</table>

### Detail Information

- **Pay Representation:** COV - Represented
- **Job Group:**
- **Premium Overtime Eligibility:** Non-Exempt
- **Salary Type:** Stepped rates
- **Effective:** 07/01/2014
- **Rate:** H - Hourly

<table>
<thead>
<tr>
<th>Step</th>
<th>Monthly</th>
<th>Hourly</th>
<th>(Annual)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>$3,513.06</td>
<td>$20.19</td>
<td>(20,190.00)</td>
</tr>
</tbody>
</table>
Salary Scales: Academic

- Do not use TCS

- System-wide scales for all series via Academic Personnel web site: [https://ap.ucsb.edu/](https://ap.ucsb.edu/)

- Use the UCSB version which includes only titles used on our campus

- UCOP version includes all titles used on all campuses
# Salary Scales – Academic

## TABLE 13

<table>
<thead>
<tr>
<th>Rank</th>
<th>Step</th>
<th>Years at 10/1/11</th>
<th>Salary Scale 10/1/11</th>
<th>Salary Scale 7/1/13</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td>Monthly</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant Research</td>
<td>II</td>
<td>2</td>
<td>67,400</td>
<td>5,616.67</td>
</tr>
<tr>
<td></td>
<td>III</td>
<td>2</td>
<td>71,100</td>
<td>5,925.00</td>
</tr>
<tr>
<td></td>
<td>IV</td>
<td>2</td>
<td>75,200</td>
<td>6,266.67</td>
</tr>
<tr>
<td></td>
<td>V</td>
<td>2</td>
<td>78,900</td>
<td>6,575.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate Research</td>
<td>I</td>
<td>2</td>
<td>79,000</td>
<td>6,583.33</td>
</tr>
<tr>
<td></td>
<td>II</td>
<td>2</td>
<td>82,800</td>
<td>6,900.00</td>
</tr>
<tr>
<td></td>
<td>III</td>
<td>2</td>
<td>87,400</td>
<td>7,283.33</td>
</tr>
<tr>
<td></td>
<td>IV</td>
<td>3</td>
<td>92,800</td>
<td>7,733.33</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research</td>
<td>I</td>
<td>3</td>
<td>92,900</td>
<td>7,741.67</td>
</tr>
<tr>
<td></td>
<td>II</td>
<td>3</td>
<td>100,100</td>
<td>8,341.67</td>
</tr>
<tr>
<td></td>
<td>III</td>
<td>3</td>
<td>107,400</td>
<td>8,950.00</td>
</tr>
<tr>
<td></td>
<td>IV</td>
<td>3</td>
<td>115,200</td>
<td>9,600.00</td>
</tr>
<tr>
<td></td>
<td>V</td>
<td>--</td>
<td>123,400</td>
<td>10,283.33</td>
</tr>
<tr>
<td></td>
<td>VI</td>
<td>--</td>
<td>133,600</td>
<td>11,133.33</td>
</tr>
<tr>
<td></td>
<td>VII</td>
<td>--</td>
<td>144,600</td>
<td>12,050.00</td>
</tr>
<tr>
<td></td>
<td>VIII</td>
<td>--</td>
<td>156,600</td>
<td>13,050.00</td>
</tr>
<tr>
<td></td>
<td>IX</td>
<td>--</td>
<td>169,600</td>
<td>14,133.33</td>
</tr>
<tr>
<td>(3220, 3228-Visiting)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3210, 3218-Visiting)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3200, 3208-Visiting)</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Salary Scales – Staff
Grade Title Code 7236

Analyst 3

<table>
<thead>
<tr>
<th>Effective: 07/01/2014</th>
<th>Rate:</th>
<th>Annual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum</td>
<td>$4,096.42</td>
<td>$23.56</td>
</tr>
<tr>
<td>Midpoint</td>
<td>$5,744.33</td>
<td>$33.01</td>
</tr>
<tr>
<td>Maximum</td>
<td>$7,389.25</td>
<td>$42.47</td>
</tr>
</tbody>
</table>

Shift Rates:
No shift rates

On-Call Rates:
No on-call rates
Salary Scales – Staff
Step Title Code 4722
- __ Assistant 3
Salary Codes

- **Step**
  - Who has a step?
    - Represented Staff – CX, SX, EX, PA, HX, NX, RX, TX & K8
    - Non-Represented Staff – Police Sergeants only
    - Most academic titles
  - Code format: 1, 2, etc. for Academic
  - 1.0, 1.5, etc. for Staff

- **Grade**
  - Who has a Grade?
    - Staff – Non-represented (99), including student assistants and interns, but not Police Sergeants
  - Code format: 1, 2, A, B, etc.
Salary Codes

- **Student Interns have Grades**
  - Title Code 4740 – Student Intern is a Grade 1
  - The Pay range is between $9.00 and $35.00 per hour

- **Student Assistants 2 and 3 have grades**
  - both UC and Non-UC Student Assistants
    - Title Codes 4921, 4920, 4923, and 4924
    - Grade 2 for Student Assistants 2
    - Grade 3 for Student Assistants 3
  - Student Assistants 4 do not yet have a grade, but will in the future.
  - The pay range is $11.00 through $35.00

- **When entering Appointment/Distribution In PPS:**
  - If Step, then leave Grade field blank
  - If Grade, then leave Step field blank
  - If neither, leave both fields blank
Salary Codes

- Off/Above Scale (O/A field in distribution)
  - “O” = Off Scale – within range but off step
  - “A” = Above Scale – above range’s max

- For staff:
  - Identifies special exception to pay step and pay ranges
  - Generally rare occurrences and should not be seen that often.

- For academics:
  - Very common. Input if approval letter/notification indicates salary is off or Above Scale
Duration (Dur) of Appointment

- **Career Staff**
  - Most career appointments are “I – Indefinite”
  - Generally if an appointment is limited or something other than career the duration of the appointment is left blank because the Appointment has an end date
  - Contracts, Limiteds, Students will have an end date.

- **Academic**
  - T- Tenure
  - N- Non-tenure
  - C- Continuing
  - S- Security of Employment
Full Time Equivalency (FTE)

- Fulltime = 1.00 (40 hrs/week)
- Part-time
  - 0.75 for ¾ time (30 hrs/week)
  - 0.50 for ½ time (20 hrs/week)
  - Etc….
- Academic year appointments:
  - $\frac{% \text{ of Appt}}{3} \times \text{# of Quarters Actually Worked}$
Pay Schedule (Sch) – Staff

- **Monthly (MO)**
  - Exempt Staff
  - Paid on the first of the month
    - Fixed – Pay period is previous calendar month
    - Variable – Pay period is generally mid-month to mid-month

- **Bi-Weekly (BW)**
  - Non-Exempt Staff
  - Paid every other Wednesday (A copy of the payroll calendar is included in the materials)
    - Pay period is 2 weeks (10 working days/80 hours)
    - Starts on a Sunday, ends on a Saturday
    - Payday is 11 calendar days after the pay period end (Saturday)
Pay Schedule - Academic

“Basis Paid Over” - 9/9 or 9/12 or 11/12

- The first number indicates the number of months in a year the employee works, the second number indicates how many paychecks they will get. The options are:

- **9 over 9**: used for teaching titles when employed for only one or two quarters and for all graduate student teaching titles. The pay dates and service dates are available in Red Binder VI-9.

- **9 over 12**: used for teaching titles when employed three or more quarters. The pay dates and service dates are available in Red Binder VI-9.

- **11 over 12**: used for fiscal year appointments, mainly research titles. The 11 comes from the fact that individuals in this title earn the equivalent of one month of vacation over the year so would only have to physically be at work 11 months if they used all their vacation time.
Pay Rate (Rt)

- **Annual (MO)**
  - Monthly rate x % of time = amount paid
  - Can be set up as fixed or variable
    - If variable, manually report time as a percentage

- **Hourly (BW)**
  - Hourly rate x number of hours = amount paid
  - Can be set up as fixed or variable
    - If variable, manually report time in hours
## Fixed vs. Variable Appointments

### Fixed (F)
- Staff Career
- Academic
- Account subs 0 or 1
- Academic Subs 2, 5, & 7 (Temporary Research)
- Time Code “R” - Exception
- No time reporting

### Variable (V)
- Staff Limited, Casual/Restricted (Career, rarely)
- Academic, some 11/12 appts., Readers, Tutors
- Account subs 2, 5 & 7
- Time Code “Z” – Positive
- **MUST** report time
## Leave Accrual Code (Lv) – Staff

### PSS (Tier 1 - PSS) Vacation Accrual

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Code</th>
<th>Factor (x hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 10</td>
<td>A</td>
<td>.057692</td>
</tr>
<tr>
<td>10, less than 15</td>
<td>B</td>
<td>.069231</td>
</tr>
<tr>
<td>15, less than 20</td>
<td>C</td>
<td>.080769</td>
</tr>
<tr>
<td>20 or more</td>
<td>D</td>
<td>.092308</td>
</tr>
</tbody>
</table>

### Sick Leave Accrual

<table>
<thead>
<tr>
<th>(Yrs of Service irrelevant)</th>
<th>Factor (x hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>.046154</td>
</tr>
</tbody>
</table>
## Leave Accrual Code (Lv) - Staff

### PSS (Tier 2 – MSP/SMG) Vacation Accrual

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Code</th>
<th>Factor (x hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 5</td>
<td>B</td>
<td>0.069231</td>
</tr>
<tr>
<td>5, less than 10</td>
<td>C</td>
<td>0.080769</td>
</tr>
<tr>
<td>10 or more</td>
<td>D</td>
<td>0.092308</td>
</tr>
</tbody>
</table>

### Sick Leave Accrual

(Yrs of Service irrelevant)

Factor (x hrs): 0.046154
Leave Accrual - Staff

- **Monthly Factor Accrual**
  - Monthly Exempt employees accrue vacation leave based on the number of hours in any given month.
  - Example: August - 176 work hours x appropriate accrual rate (A, B, C, etc.) = Amount of Vacation Leave Accrued.
    - 100% FTE 176 x .057692 = 10.15
    - Everyone accrues sick leave at the same rate: .046154 x the # of hours in a month.
    - Ex: .046154 x 176 = 8.12

- **Bi-Weekly Factor Accrual**
  - Bi-Weekly Non-Exempt employees accrue vacation leave based on 160 hours per quadriweekly cycle.
  - Example – 160 x appropriate accrual rate (A, B, C, etc.) = Amount of Vacation Leave Accrued
    - 100% FTE 160 x .057692 = 9.23
    - Everyone accrues sick leave at the same rate: .046154 x 160.
    - Ex: 046154 x 160 = 7.38
Leave Accrual - Academic

- Academic leave eligibility is based on appointment type.
  - Fiscal year, research based titles are similar to Staff (Tier 2) and accrue vacation and sick leave.
  - Teaching titles don’t accrue sick or vacation, but can get medical leave.
  - Postdocs accrue sick leave and Paid Time Off.
  - Other types of leave include, sabbaticals, research leaves, etc.

- From a PPS perspective it is important that you as the PPS preparer understand what kind of leave an Academic employee is requesting and that the appropriate approvals have been secured PRIOR to putting anything into PPS.

- Please direct Policy questions to your Dean’s office or the Academic Personnel Office.

- PPS questions regarding Academic should be directed to Mayra Magana, Ext. 3445.
PPS ACTIONS

• New Hire
• Rehire
• Reclassification
• Separation
Personnel Actions

- **Hire**
  - Initial start of employment with the University

- **Rehire**
  - Return to University employment after a break in service
    - Break in service = separation
Personnel Actions

- **Separation**
  - *Total* break in service from University
  - *Not* a transfer to another UCSB department
  - If employee is employed in multiple departments, do *not* separate without conferring with other departments
  - Transfer to another UC campus without a break in service is processed as separation
Personnel Actions

- Limited to Career (Staff Only)
  - Movement from a limited appointment to a career appointment without a break in service
    - NOT automatic. Refer to HR Employment!

- Renewal of Appointment/Reappointment
  - Extending the duration of an appointment with an end date (limited, casual/restricted, Temporary Academic)
Personnel Actions

- **Promotion (Staff)**
  - Change from one Career appointment to another which has a **higher** salary range maximum

- **Promotion (Academic)**
  - Movement to the next higher rank in series

- **Demotion**
  - Change from one appointment to another which has a **lower** salary range maximum
Personnel Actions

- **Reclassification (Staff Only)**
  - Change in career title currently being held due to significant change in job duties
    - **Upward** - change to a title having a **higher** salary range maximum
    - **Lateral** - **same** salary range maximum
    - **Downward** - **lower** salary range maximum
Personnel Actions

- **Transfer (Staff Only)**
  - Change from one appointment to another which has the same salary range maximum

- **Percent of Time Change**
  - Change in appointment’s percentage of time
    - Increase
    - Decrease
Personnel Actions

- **Concurrent** Employment
  - Employment in two appointments that may have different pay cycles, i.e., One Academic Appointment and One Staff Appointment
    - Generally the academic appointment takes precedence over the Staff appointment, but please confirm at [http://www.hr.ucsb.edu/pps-uc-path/payrollpersonnel-system-pps](http://www.hr.ucsb.edu/pps-uc-path/payrollpersonnel-system-pps) under the heading “PPS Tools and Resources.”

- **Additional** Employment
  - Employment in an appointment in addition to an appointment currently held. Total percentage of all appointments is equal to or less than 100%.

- **Dual** Employment
  - Employment in an appointment in addition to an appointment currently held. Total percentage of all appointments is greater than 100%.
  - Prior approval required from both HR and AP as appropriate!
Personnel Actions

- **Range Adjustment**
  
  - **Stepped Ranges (Staff and Academic)**
    - Increase of individual salary based on adjustment made to steps in salary range
  
  - **Open Ranges (no steps – Staff Only)**
    - Salary range adjusted without affecting individual salaries
**Personnel Actions**

- **Pay Increase - Academics** – Increase only at time of new appointment or merit/promotion per policy

- **Pay Increase - Staff**
  - Casual/Restricted (Staff Only)
    - Registered UC Students **ONLY** (Title Codes 4920 and 4921)
    - At the discretion of the department
  - Equity (Staff Only)
    - Used to remedy a salary inequity
  - 25% limit w/in fiscal year (July-June/Staff Only)
Personnel Actions

- **Merit (Staff Only)**
  - Salary advancement within a salary range, based on performance
  - Cycles generally October 1\(^{st}\)
    - May vary – refer to current policy or contract
  - Core Evaluation Form
    - Use for both Probationary and Merit Evaluations (new form in the works – stay tuned)
    - Department keeps evaluations in department
  - Any merit increase (in pay) is initiated by HR, *not* by department!
Personnel Actions

- **Merit (Academic Only)**
  - Merit – Increase in Step
  - July 1
  - Departments responsible for PPS Entry
Preparing for PPS Entry

- All PPS entry requires appropriate prior approval

- Additional documentation (i.e. new hire paperwork) may be required for some actions
New Hire Paperwork

- Forms
  - Oath/Patent
  - W-4
  - Employment Eligibility Verification (I-9)
  - Voluntary Self-Identification of Race, Ethnicity, and Veteran Status
  - Voluntary Self-Identification of Disability Form
  - Direct Deposit (optional)
  - New Hire/Rehire/Change Cover sheet
- Send completed forms to Accounting/Payroll
- [http://www.hr.ucsb.edu/managers-supervisors/forms](http://www.hr.ucsb.edu/managers-supervisors/forms)
New Hire Paperwork cont.

- State Oath of Allegiance/Patent
  - Employee signs on or before date of hire
  - Academics 9/12 may sign prior to the first day of the quarter
    - Non-US citizens do not sign Oath portion
    - [http://www.ucop.edu/payroll/forms/upay585.pdf](http://www.ucop.edu/payroll/forms/upay585.pdf)

- W-4
  - Employee signs on or before date of hire
    - Exception: Non-paid volunteers do not sign.
    - [http://www.ucop.edu/ucophome/cao/paycoord/ucw4-de4.pdf](http://www.ucop.edu/ucophome/cao/paycoord/ucw4-de4.pdf)
New Hire Paperwork cont.

- I-9 Employment Eligibility Verification
  - Employee signs on or before date of hire
    - Exception: Non-paid volunteers *do not* sign
  - Academic 9/12 may sign prior to the first day of the quarter
  - Employee must provide documentation
  - Current documentation only
New Hire Paperwork cont.

- **Voluntary Self-Identification of Race, Ethnicity, and Veteran Status**
  - Identifies race, ethnicity, and veteran status
  - Completion of the form is voluntary, but encouraged so UCSB can remain in compliance with Federal Contract Compliance Programs (“OFCCP.”)
  - If you have questions, please visit the UCnet website at [http://ucnet.universityofcalifornia.edu/tools-and-services/administrators/employment.html](http://ucnet.universityofcalifornia.edu/tools-and-services/administrators/employment.html) and review the information located under the tab entitled “Employee Demographic Data/Revised form U5605.”
  - The form is located at [http://www.hr.ucsb.edu/files/forms/U5605.pdf](http://www.hr.ucsb.edu/files/forms/U5605.pdf)

- **Voluntary Self-Identification of Disability**
  - Identifies any disability an employee may want to disclose
  - Completion of the form is voluntary, but encouraged so UCSB can remain in compliance with Federal Contract Compliance Programs (“OFCCP.”)
  - The form is located at [http://www.hr.ucsb.edu/sites/www.hr.ucsb.edu/files/forms/Vol_Self-ID_Disability_form.pdf](http://www.hr.ucsb.edu/sites/www.hr.ucsb.edu/files/forms/Vol_Self-ID_Disability_form.pdf)
New Hire Paperwork, cont.

- Voluntary Self-Identification of Disability, and Voluntary Self-Identification of Race Ethnicity cont.
- These forms are very important for UCSB’s demographic purposes BUT
- **They are used only for informational purposes and MUST be Destroyed after data entry.**
New Hire Paperwork cont.

**Direct Deposit Authorization**

- Optional
- Employee may complete form at any time
- Default setting – Earnings statement online at: At Your Service Online (AYSO)
  - For paper statement: Employee needs to ask Department to change default setting on XCHK screen in PPS

New Hire Paperwork cont.

- New Hire/Rehire/Change Cover Sheet
  - Use as cover sheet for documents sent to Accounting

- (Not covered by) Social Security Statement
  - For employees not covered by Social Security
    - Student employees
    - Aliens (res. & non-res.) with F-1 and J-1 visa status
  - Employee must sign by first day of work
  - Make copy for employee, keep another in department
  - Original is sent to [HR Benefits (NOT Payroll)](http://ucnet.universityofcalfornia.edu/forms/pdf/ucrs-419.pdf)
UCSBnetID

- Each new hire must activate his/her own UCSBnetID
- Upon issuing an email address, direct your new employee to the Identity Manager application at: https://secure.identity.ucsb.edu/manager/
- Note that this process must be done by the employee and cannot be delegated
Separation

- Separating Employee Checklist
  - Guideline for separation actions and forms

- Separation Payment Form ("72-Hour Rule")
  - Send to Payroll when complete

- Unemployment Insurance Termination Report
  - [http://www.hr.ucsb.edu/sites/www.hr.ucsb.edu/files/forms/unemployment_insurance_termination_report_%28U5602%29.pdf](http://www.hr.ucsb.edu/sites/www.hr.ucsb.edu/files/forms/unemployment_insurance_termination_report_%28U5602%29.pdf)
  - Send to Human Resources
Separation cont.

- **Forms Processing**
  - When employee is RETIRING, or
  - Applying for COBRA, or
  - A non-retiring employee needs to settle his/her retirement plan account(s)

Refer employee to HR Benefits Office!

- **Leave Time Processing**
  - Pay out vacation and comp time balances.
    - Do **NOT** pay out vacation if separation is actually a transfer to another UCSB department or another UC campus
  - Only retirees may ‘draw out’ vacation past last day of work
  - Sick leave is **not** paid out - may be reinstated if rehired within a certain time period
  - Check appropriate policy or contract
Web PPS Entry

- Web-based platform on top of “regular” CICS PPS
- Slightly different screen organization from CICS
- Intuitive—instructions & help on screen
- Terms in plain language, not code
- Powerpoint tutorials on PPS web page: http://www.hr.ucsb.edu/pps-uc-path/payrollpersonnel-system-pps
Web PPS Entry Features

- Ability to suspend transaction in the middle and then return at another time (within one business day)
- Templates for repeating data
  - Campus Address
  - Appointments
  - Distributions
- “Smart” processing – drop-down menus, automated typing help, etc.
Web PPS & CICS Available Actions

The following EDB actions are available through either Web PPS or CICS entry:

- New Hires / Rehires
- Appointment/Distribution Changes
- Leaves of Absence
- Separations

Payroll transactions (time reporting, pay adjustments, etc.) are available only through CICS
Changes!

- PPS is in a state of change, including ongoing data clean up, ultimately leading to UCPath.

- Changes in pay schedules, time reporting, and leave accrual and reporting, are currently ongoing.

- Stay tuned for PPS notices and announcements, and refer to online resources.
Harriet says
“Thanks for attending!”