

Academic Summer Compensation

Before you head for the beach...

Ah, June Gloom. Summer's on its way and it's THAT time of year again. Time to exercise your mental prowess by processing additional compensation for faculty and other academic employees (before your brain slips into summer mode). Remember that the Red Binder, Section VI-10 is a great place to look for information on paying summer compensation. Here are some hints for successfully processing additional compensation payments this summer:

To process on PPS, use the EAPP screen only (no bundle). Use action code '13', Additional Employment, on the appointment lines. The DOS code will depend on the activity; OLN for research, ACA for administrative, or ACF for some awards.

Ordinarily, the same day may not be used to pay two sources of additional compensation, so dates should NEVER overlap on your appointment lines. Naturally there is an exception. The same days CAN be used for Summer Session and any other kind of additional compensation payment.

Only the "summer" can be used to pay summer additional compensation. Sounds obvious, but what does "summer" really mean? "Summer" begins on the first day after the end of spring quarter and ends on the last day before fall quarter, so the actual dates for will be different every summer. The dates for this summer can be found in Red Binder VI-10.

The easiest way to pay 1/9th of summer 1990 sub 0 money (start-up, chair stipends, etc.) is to use either the full month of July or the full month of August. The appointment and distribution both are entered at 1.000 and the whole month is used.

If payment will start in June or be split between two months, it's a bit more complicated. This is because sub 0 pays using full days. When the months have different numbers of working days it is not possible to simply enter an appointment and distribution at 100%.

For example, to pay 1/9th on 1990 sub 0 running from June 16 through July 15 (which means paying 100% total divided between 2 months with different working days):

* Enter an appointment and distribution for the period of June 16 - June 30 at 1.00. June 16 - June 30 = 11 working days. June has 21 possible working days. $11 \div 21 = .5238$ (at 100%).

* Now we need to pay the remaining .4762 in July. $(1.000 - .5238 = .4762)$

* The appointment and distribution will continue into July from July 1 - July 15, which is 11 working days. July has 23 possible working days. 11 divided by 23 = .4783 (at 100%).

* Oops, too much. How do we shoehorn .4762 into July 1 - July 15?

* Divide the desired number (.4762) by the actual number (.4783) to get .9956.

* Enter the appointment and distribution for the period of July 1 - July 15 at .9956.

.9956 (percentage) times .4783 (11 days) = .4762.

* .4762 in July, added to the .5238 already paid in June, results in 100%, or 1/9th.

If you need to split the payment over other months, call Academic Personnel for help with the percentages.

For summer compensation coming from research funds, remember to use the "19 day chart". Here 1/9th = 19 days. Huh?! And, a faculty member can earn more than 100% in one month. Huh?! Yes, it's all true. Makes less sense, but actually easier to do. Here's how:

Use the "19 day chart" VI-12 to figure out how many days to use. All days are equal so spreading over two months is no problem. In this case to pay 1/9th starting in June, the appointment and distribution are both at 1.00 for the period June 16 through July 10. This is a total of 19 working days, so this will pay 1/9th. Because these funds are usually sub 2, don't forget to do time reporting to actually make the payment. Time will be reported at .5789 for June (11 of 19 days) and .4211 for July (8 of 19 days).

The last few things to remember: always use the comments screen to show your calculations, never allow the total summer compensation from all sources to go beyond 3/9ths, and enjoy your summer.

(Special thanks to Cindy Ponce and Kimberly Elliott at Academic Personnel for contributing this article!)

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