

October 3, 2013

To: PPS preparers and reviewers

From: Cindy Doherty, Director, Academic Personnel

Tricia Hiemstra, Director, Human Resources

Re: Concurrent appointments in PPS

As part of the system-wide implementation of a Bi-Weekly (BW) pay schedule, campuses were informed that employees may only be on one pay cycle, either BW or monthly (MO). Employees who hold concurrent appointments that would otherwise be on different pay cycles must have one or the other of the appointments adjusted so that only one pay cycle exists. Additional resources have been developed to provide guidance to the campus regarding concurrent appointments and pay cycle management. The guidelines are intended to mitigate disruptions in pay for employees to the greatest extent possible. The guidelines are subject to revision based on standardization of systemwide practices as we transition to UCPath. You will be informed if changes occur.

When adding an additional appointment to PPS for a current employee, both appointments must be on the same pay cycle. Consultation between departments may be required. Please note that some combinations of employment will also require consultation with Human Resources or Academic Personnel. The supplemental guidelines and chart are attached and are also available on the Human Resources web-site under [PPS Tools and Resources](#) or via the Academic Personnel web-site at <https://ap.ucsb.edu/>

For questions, contact:

[Amy Arnold](#), Senior HR Analyst, ext. 4068 (staff appointments)

[Stephanie Jordan](#), Academic Personnel Analyst, ext. 3445 (academic appointments)

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