PAYROLL/PERSONNEL SYSTEM BASICS
Table of Contents

✓ Appointments

✓ Personnel Information

✓ Salary Scales

✓ Pay Schedules and Types

✓ Payroll/Personnel System Personnel Actions

✓ Two Types of PPS
APPOINTMENTS

The first step
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* UCSB students **ONLY**
    - Non-UC Students are considered 3-Limited Appointments
  - Staff title, *not* Academic (TA, Reader, Tutor)
  - Title Code: 4922, Grade 1
  - Instructions for hiring a student employee - [http://www.hr.ucsb.edu/sites/www.hr.ucsb.edu/files/docs/Student_Employment_Chart.pdf](http://www.hr.ucsb.edu/sites/www.hr.ucsb.edu/files/docs/Student_Employment_Chart.pdf)
  - 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
     ▪ Academic Coordinators

➢ 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
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

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*Don’t get hung up on the word ‘exception.’ A nonexempt, career employee must still report time. The positive time reference is for variable time appointments.*
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
Title Codes

- **Academic**
  - 0800 through 3999

- **Staff**
  - **Tier 1** – Professional & Support Staff (PSS)
    - Policy Covered and represented staff
    - Title Codes ≥ 4000
  - **Tier 2** – Managers & Senior Professionals (MSP)
    - Policy Covered only
    - Title Codes < 0800
    - Sr. Management Group (SMG) – TC < 0200
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
- LNS – Leave No Salary
- SAS – Staff Administrative Stipend
  - Don’t confuse this with STP which is for Academic stipends.
PERSONNEL INFORMATION

Basic Information About Employment at UCSB
BELI –
Benefits Eligibility Level Indicator

➢BELI Information Sheet
   ❖ Attached as Item No. 7 in the PPS Handouts
     ❖ http://www.hr.ucsb.edu/sites/www.hr.ucsb.edu/files/docs/benefits/BELI_chart_2016.pdf

➢Further BELI details:
   ❖ http://www.hr.ucsb.edu/benefits/benefits-eligibility

➢Postdoctoral Scholars Benefits Plan
   ❖ http://www.hr.ucsb.edu/benefits/postdoctoral-scholars
     ❖ Tami Schmittgen, x 4263

➢For all BELI questions please contact the Benefits office:
   ❖ Cynthia Del Rosario, x2489
     ❖ Kevin Wilson-Smith, x 4455
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 and Staff have an ERC of “E.”
- **F** – All others, confidential
- **G** – Not covered by the Higher Education Employee Employer Relations Act (‘HEERA’) (out of state)
- **H** – Student in academic title, covered by HEERA (TA’s, Readers, Tutors)
- **I** – Student in academic title, not covered by HEERA
- **J** – Excluded by Coverage

*The HEERA definition of confidential is “any employee required to develop or present management positions for collective bargaining, and/or an employee whose duties normally require access to information which contributes significantly to the development of such management positions.”

**An ERC Table is included in the PPS Handouts as Item No. 14.
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
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 not represented, except for the following:
  - Lecturers (IX)
    - Not Security of Employment track
  - Librarians (LX)
  - Postdoctoral Scholars (PX)
  - Academic Student Employees (BX)
    - Readers, Tutors, Teaching Assistants
Policy Covered – Staff

- **Policy Covered/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.
Next Salary Review Type/Date

 Career Staff Only
   Next Salary Review Type
   For MOST employees the review type is “2 – Merit Increase.”
   Reflects Merit Cycle
       July

Alway's answer these questions either in Web or CICS for Career or Partial Year Career STAFF Employees!
* If an employee moves from a limited to career appointment make sure to answer these questions!
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

Or everything you ever wanted to know about pay rates
Salary Scales: Staff

- Title Code System at [https://tcs.ucop.edu/tcs/jsp/homePage.htm](https://tcs.ucop.edu/tcs/jsp/homePage.htm)
- 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 Policy Covered/Non-rep title, refer to Grade
- Grade Type & Grade (non-rep Staff titles only)
  - MSP, PSS, PH and DO
Staff Salary scales cont.

- 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](http://www.hr.ucsb.edu/compensation/salary-scales) This section shows you the most recent salary scales prior to the TCS update.

- This chart illustrates all the UCSB Salary Grade Ranges. [http://www.hr.ucsb.edu/sites/www.hr.ucsb.edu/files/docs/compensation/MSP-PSS%20Ranges%20eff%20July%202016.pdf](http://www.hr.ucsb.edu/sites/www.hr.ucsb.edu/files/docs/compensation/MSP-PSS%20Ranges%20eff%20July%202016.pdf) A copy of this chart is attached as Item 13 in the PPS Handouts.

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

Detail Information

Pay Representation: COV/UNC - Represented and Non-Represented

Job Group: 

Premium Overtime Eligibility: Exempt

Salary Type: Grade table

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<th>Effective:</th>
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<tr>
<td>Midpoint</td>
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<tr>
<td>Maximum</td>
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<td>$44.18</td>
<td>(44.182471)</td>
<td>$92,253.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# TCS Effective date for step positions

## Detail Information

- **Pay Representation:** COV - Represented
- **Job Group:**
- **Premium Overtime Eligibility:** Non-Exempt
- **Salary Type:** Stepped rates
- **Effective:** 07/01/2015
- **Rate:** H - Hourly

## Step Details

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</table>
Salary Codes

- **Step**
  - Who has a step?
    - Represented Staff – CX, SX, EX, PA, HX, NX, RX, TX & K8
    - Policy Covered 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 – Policy Covered (99), including student assistants and interns, but not Police Sergeants
  - Code format: 1, 2, A, B, etc.
Salary Codes, cont.

- **Student Interns have Grades**
  - **Title Code 4740** – Student Intern is a Grade 1
  - The Pay range is between $10.50 and $35.00 per hour

- **Student Assistant 1 has a grade**
  - both UC and Non-UC Student Assistants
    - **Title Codes:**
      - **4922** - Student Assistant 1, **Grade 1** (UCSB Student), Appointment Type 4 – Casual/Restricted
      - **4927** - Non-UC Student Assistant 1, **Grade 1**, Appointment Type 3 – Limited – the hire of Non-UC Students **requires** a job description and approval from compensation! Please refer to the HR website under Compensation/Classification: [http://www.hr.ucsb.edu/compensation/classification/job-description-actions](http://www.hr.ucsb.edu/compensation/classification/job-description-actions) under the accordion “Non-UC Student Assistant Appointment Job Descriptions.”
    - The current pay range is $10.50 through $35.00
Salary Codes

- It is important to remember when entering Appointments/Distributions In PPS:
  - If a title code has a Step, then leave Grade field blank
  - If a title code has a Grade, then leave Step field blank
  - If neither, leave both fields blank (rare)
    - Student Aid Outside Agency
    - Student Activities Appointment Official
Salary Codes, cont.

- 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
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 [https://ap.ucsb.edu/compensation.and.benefits/ucsb.salary.scales/1.pdf](https://ap.ucsb.edu/compensation.and.benefits/ucsb.salary.scales/1.pdf)

- UCOP version includes all titles used on all campuses
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<tr>
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Comp Group A02

Refer to UCOP version of Table 1 for minimum scale faculty.
## Salary Scales – Staff
**Grade Title Code**: 7236

- **Analyst 3**
- **Open Range**

### Detail Information

**Pay Representation**: COV/UNC - Represented and Non-Represented

**Job Group**: 

**Premium Overtime Eligibility**: Exempt

**Salary Type**: Grade table

### Salary Scales

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<tr>
<th>Effective: 07/01/2016</th>
<th>Rate:</th>
<th>A - Annual</th>
<th>Grade Type:</th>
<th>SB</th>
<th>Grade:</th>
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<td>Hourly</td>
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<tr>
<td>Minimum</td>
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<td>$7,687.75</td>
<td>$44.18</td>
<td>(44.182471)</td>
<td>$92,253.00</td>
<td></td>
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</tbody>
</table>
Salary Scales – Staff
Step Title Code 4722

- Assistant 3
- Stepped Range

**Detail Information**

- Pay Representation: COV - Represented
- Job Group: 
- Premium Overtime Eligibility: Non-Exempt
- Salary Type: Stepped rates
- Effective: 07/01/2015
- Rate: H - Hourly

<table>
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<th>Step</th>
<th>Hourly</th>
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<tr>
<td>10.0</td>
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</table>
Pay

Everyone’s favorite topic!
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 Rate (RT) and Pay Schedule (SCH)

- **Monthly Employees (MO)**
  - Exempt
  - Annual Salary
  - Monthly pay rate x % of time = amount paid
    - To determine the monthly pay rate divide the annual salary by 2088
  - Paid on the first of the month (pay schedule)
  - Can be set up as fixed or variable
    - If variable, manually report time as a percentage
      - Fixed – Pay period is previous calendar month
      - Variable – Pay period is generally mid-month to mid-month

- **Hourly (BW)**
  - Non-Exempt
  - Hourly Pay Rate
  - Hourly pay rate x number of hours = amount paid
  - Paid every other Wednesday (A copy of the Bi-Weekly Payroll Calendar-at-a-Glance is included in the materials as Item 10.)
    - 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
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.
**Leave Accrual Code (Lv) – Staff**  
(Item 12 in the PPS Handouts.)

### Professional Support 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>0.057692</td>
</tr>
<tr>
<td>10, less than 15</td>
<td>B</td>
<td>0.069231</td>
</tr>
<tr>
<td>15, less than 20</td>
<td>C</td>
<td>0.080769</td>
</tr>
<tr>
<td>20 or more</td>
<td>D</td>
<td>0.092308</td>
</tr>
</tbody>
</table>

### Sick Leave Accrual

<table>
<thead>
<tr>
<th>Factor (x hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Yrs of Service irrelevant)</td>
</tr>
<tr>
<td>0.046154</td>
</tr>
</tbody>
</table>

*Leave Accrual Charts are attached as Items 9 and 12 in the PPS Handouts.*
### Leave Accrual Code (Lv) - Staff

#### PSS (Tier 2 – Managers & Senior Professionals (MSP)/Senior Management Group (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>.069231</td>
</tr>
<tr>
<td>5, less than 10</td>
<td>C</td>
<td>.080769</td>
</tr>
<tr>
<td>10 or more</td>
<td>D</td>
<td>.092308</td>
</tr>
</tbody>
</table>

#### Sick Leave Accrual

(Yrs of Service irrelevant)  .046154
Leave Accrual - Staff

- **Monthly Factor Accrual**
  - Monthly Exempt employees accrue vacation leave based on the number of hours in any given month.
  - Example: April - 168 work hours x appropriate accrual rate (A, B, C, etc.) = Amount of Vacation Leave Accrued.
    - 100% FTE 168* x 0.057692 = 10.15
    - Everyone accrues sick leave at the same rate: 0.046154 x the # of hours* in a month.

- **Bi-Weekly Factor Accrual**
  - Bi-Weekly Non-Exempt employees accrue vacation leave based on 160 hours per quadra-weekly cycle.
  - Example – 160 x appropriate accrual rate (A, B, C, etc.) = Amount of Vacation Leave Accrued
    - 100% FTE 160* x 0.057692 = 9.23
    - Everyone accrues sick leave at the same rate: 0.046154 x 160.
    - Ex: 0.046154 x 160* = 7.38

* If an employee works less than full time in a month or Quadriweekly cycle, multiple the number of hours actually worked by the accrual rate to determine amount of vacation or sick accrued.
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 Academic Personnel, Ext. 3445.
Payroll/Personnel System
Personnel Actions
Personnel Actions
(Item 24 in the PPS Handouts.)

- **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 - Appointments

- **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)

- **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
Personnel Actions

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

- **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

- **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 Adjustments

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 – Wage Increase

- **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 Code 4922)
    - 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 – Staff Wage Increase

➢ **Merit (Staff Only)**
  - Salary advancement within a salary range, based on performance
  - Merit Cycle begins in July
    - May vary – refer to current policy or contract
  - Core Evaluation Form
    - Use for both Probationary and Merit
      - The forms are located on the HR Website/Managers & Supervisors/Performance Evaluations
      - [http://www.hr.ucsb.edu/managers-supervisors/performance-evaluations](http://www.hr.ucsb.edu/managers-supervisors/performance-evaluations)
    - Department keeps evaluations in department
  - Any merit increase (in pay) is initiated by HR, *not* by department!
Personnel Actions – Academic Wage Increase

- **Merit (Academic Only)**

  - Merit – Increase in Step
  - July 1
  - Departments responsible for PPS Entry
Personal Actions – Leaves of Absence (Staff)

- A leave of absence is when an employee needs to take leave for personal reasons (health, maternity, parental, bereavement, etc.).
- Employees have the opportunity to take paid leave (using accrued vacation, sick or compensatory time).
- Employees also have the opportunity to take leave without pay in accordance with the applicable Collective Bargaining Agreement or Personnel Policy.
- Regardless of whether the employee is going to remain on pay status or be leave no salary, it is important to enter the leave of absence into PPS.
- In the event of a leave of absence your supervisor or manager will provide you with the appropriate leave information to be entered into PPS.
- If an appropriate leave is not entered into PPS there are possible consequences to the employee, the department or both which may include money and time.
- Instructions for entering Leaves of Absence into PPS are attached as Item 18 in the PPS Handouts.
Real Life Scenario!

- A current UCSB staff employee applies for and is offered a new, higher level position on campus. What is this?
  - Promotion?
  - Reclass?
  - Merit?

- What type of personnel action is needed?
  - New Hire?
  - Rehire?
  - Change of Appointment/Distribution?
PPS Entry

Getting down to brass tacks
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
(Item 17 in the PPS Handouts.)

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 original 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)
  - The original is sent to Accounting and there is no need to retain a copy of the personnel file.

- 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)
  - Do not provide any tax advice for new employees. Please refer them to their personal financial adviser.
  - The original is sent to Accounting and there is no need to retain a copy of the personnel file.
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**
  - The original I-9 is sent to Accounting. There is no need to retain a copy in the personnel file.
  - Information online:
    - [http://ucnet.universityofcalifornia.edu/tools-and-services/administrators/i9/resources.html](http://ucnet.universityofcalifornia.edu/tools-and-services/administrators/i9/resources.html)
  - Form online:
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 a new employee designates themselves as a veteran on this form, please make sure to enter that information on the Employee Personal Data 1 Screen.

  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.

- The Voluntary Self-Identification of Disability, and Voluntary Self-Identification of Race Ethnicity are very important for UCSB’s demographic purposes BUT

- They are used only for informational purposes and
  - The Voluntary Self-Identification of Disability MUST be kept confidential and SEPARATE from the personnel or medical file for 3 years.
  - The Voluntary Self-identification of Race Ethnicity MUST be Destroyed after data entry.
New Hire Paperwork cont.

- **Direct Deposit Authorization**
  - Optional
  - Employee may complete form at any time
    - If submitting paper copy to Payroll, must include voided check
    - Can be done by the employee on At Your Service (AYSO).
  - Default setting – Earnings statement online at 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 mailed to UC Retirement Administration Service Center (‘RASC’), P.O. Box 24570, Oakland, CA 94623-1570 (NOT Payroll and NOT HR)

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
(Item 19 in the PPS Handouts.)

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

Send to Human Resources
Separation cont.

- **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.
  - Important to use the correct reason when separating an employee transferring to another campus.
  - If the correct separation reason is **NOT** used there is a negative impact on benefits, including retirement.
    - **IT – Inter-location Transfer**
  - Only retirees may ‘draw out’ vacation past last day of work

- **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!
  - Sick leave is **not** paid out - may be reinstated if rehired within a certain time period
  - Check appropriate policy or contract
Real Life Scenario!

A current UCSB staff employee leaves the University. What do you do?
- New Hire?
- Rehire?
- Separation?
- Change of Appointment/Distribution?
- Need more information?

A former UC employee returns to the University. What do you do?
- New Hire?
- Rehire?
- Change of Appointment/Distribution?
Two Types of PPS

Or the clash between new and old
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](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.

- Stay tuned for PPS notices and announcements, and refer to online resources.