

University of California, Riverside Payroll/Personnel System Summer Salary

Presented by: Academic Personnel
& Central Payroll Office



Additional Appointment- Summer Salary

⌘ DATA ENTRY

- ☑ Log into the Payroll/Personnel System, Main Menu EEDB, go to BUND screen
- ☑ Enter data for the additional employment via the ADDL bundle screen

```
UCFMNU0-M0795          RU EDB Entry/Update          Userid:
                        Bundle Menu

HIRE New Hire Bundle
SREH Staff Rehire
AREH Academic Rehire

BENE Benefits
EPDF Personal Data Form

SPRO Stf Promote/Trans/Demote/Recls
APRO Acad. Promote/Chg Acad. Series

CASU Casual to Career/Career to Cas
ADDL Additional Employment
SRNW Staff Renew Appt/Reappointment
ARNW Acad. Renew Appt/Reappointment

Next Func: █ ID: _____ Name: _____ SSN: _____

===>
F:  1-Help          3-PrevMenu  4-Print
F:                   9-Jump          12-Exit
```



The ADDL bundle contains the following screens:



☒ EAPP - Appointment/Distributions

☒ A single screen allows entry and update of one appointment and up to two distributions


☒ EPER - Personnel-Miscellaneous *(If applicable)*

☒ This screen allows entry and update of information that addresses the nature of the employee's relationship to the University

☒ EPD1 - Employee Personal Data *(If applicable)*

☒ This screen allows entry of personal information such as address, ethnicity, and citizenship status

EAPP - (Appts/Distribution) Enter data in the following fields, as applicable



- ⌘ **Appointment Level** - Go to the command Line (===>) Use **Add A** Command to set up next available appointment (*Do not use Copy command for this transaction.*)
 - ☒ **Action Code** - Enter code "13" Additional Appointment
 - ☒ **Pgm** - System derived Personnel Program code. Derived from the title code.
 - ☒ **Typ** - Enter code "5" for Academic
 - ☒ **Bas / Pd Ov** - Academic Year - 09/09 or Fiscal Year 11/12. Code indicating the number of months in the year over which the salary for the appointment will be paid.

EAPP - (Appts/Distributions) Continued



- ☒ **Appointment Begin** - First day of month which the employee's appointment is effective, in the format: mmddyy. For example, if appt. begins in June, use begin date of 06/01/17.
- ☒ **Appointment End** - Last day of month in which the appointment is expected to end, in the format mmddyy. For example, if appt. ends Sept., use end date of 09/30/17.
- ☒ **Dur** - Leave blank - *Not applicable for Summer Salary*. Code indicating expected duration of the appointment.
- ☒ **Dept** - Code indicating the department in which the employee has an appointment
- ☒ **Title** - Refer to Academic Personnel guidelines. Code indicating the position or classification title for the appointment.

EAPP - (Appts/Distributions) Continued



- ☒ **Grade** - *Not applicable*. Staff Only. Pay grade within the salary range associated with the tile code.
- ☒ **% Full** - *Leave blank for Summer Salary*. The percentage of time the employee is expected to work in the appointment.
- ☒ **F/V** -Enter code "F". Code indicating whether the time the employee will work in the appointment is Fixed (F) or variable (V) percentage of time.
- ☒ **Ann/Hr Rate** - System derived. The annual salary or hourly rate the employee earns.
- ☒ **Rt** - Enter "A" Monthly. Code indicating whether the rate of pay is **H**ourly, **A**nnual (monthly), or **B**y-Agreement

EAPP - (Appts/Distributions) Continued



- ☒ **Sch** - Code indicating the pay schedule on which the appointment will be paid.
 - ☒ **MO** – Monthly Current
 - ☒ * Note: When summer salary is paid on primary pay cycle, Federal & State taxes are based on graduated basis (W-4). If paid on off pay cycle, Flat tax applies because Summer Salary is considered supplemental pay. Currently, Federal 25%, State 6.6%.
 - ☒ **Time** - Enter **R** - Exception or **Z** - Positive. Time indicating the method for reporting time worked in the appointment.
- ☒ **LV** - Enter “**N**” for Summer Salary. Code indicating the rate at which vacation and sick leave will be accrued.

EAPP - (Appts/Distributions) Continued



- ⌘ **Distribution Level** - Go to the Command Line (===>) Use **Add D** Command to set up next available distribution. (*Do not use Copy command for this transaction.*)
 - ☒ **Dist. No.** - Number uniquely identifying the payroll distribution associated with the appointment.
 - ☒ **FAU** - Full Accounting Unit (Golden Trees):
 - ☒ **Account - 306130 (Summer Differential)**
 - ☒ **Activity**
 - ☒ **Fund**
 - ☒ **Function**
 - ☒ **Cost Center (If applicable)**
 - ☒ **Project Code (If applicable)**

EAPP - (Appts/Distributions) Continued



- ☒ **FTE** - *Not applicable for Summer Salary.* The percentage of the budgeted position which the distribution represents.
- ☒ **Dist. %** - Enter the percentage of time which is chargeable to the Account/Fund. (Refer to max. percentage allowed for June and Sept.)
- ☒ **Pay Beg** - First day of month which the employee's distribution is effective, in the format: mmddyy. For example, if appt. begins in June, use begin date of 06/01/17.
- ☒ **Pay End** - Last day of month in which the distribution is expected to end, in the format mmddyy. For example, if appt. ends Sept., use end date of 09/30/17.

EAPP - (Appts/Distributions) Continued

- ☒ **Step** - The step within the salary range associated with the title code. For Academics use whole numbers (e.g. 1,2,3).
- ☒ **O/A** - Academics only. Code indicating that the employee's pay rate is offscale or above scale in relation to the step and/or salary range associated with the title code of the appointment, if applicable.
- ☒ **Rate/Amount** - Academic-year faculty: Annual rate divided by 9. Fiscal-year faculty: Annual rate divided by 11. The monthly/hourly amount associated with the distribution.
- ☒ **DOS** - Code indicating the type of compensation associated with the distribution
 - ☒ **ACA** – Admin Duties – (ninths)- Pay at some percentage of 1/9
 - ☒ **APA** – Admin Duties – (flat rate) – Pay at negotiated flat rate
 - ☒ **ACM** – Add'l Comp eligible for DCP

EAPP – (Appts/Distributions) Continued

⏏ **DOS** – (Continued)

- ⊗ **ACR** – Research (ninth) – Research funds not agency capped
- ⊗ **ARC** – Research (ninth) – Agency-capped at or below limit
- ⊗ **AAC** – Differential between faculty salary and agency cap
- ⊗ **AFR** – Research Comp for FY faculty (1/11th & 1/12th) vacation days must be charged
- ⊗ **REG** – Teaching flat rate no other appt-title code 1550
- ⊗ **SSC** – Teaching at flat rate, eligible for DCP
- ⊗ **SST** – Teaching NOT eligible for DCP
- ⊗ **SSG** – Teaching at % of REG rate, eligible for DCP (This definition was reversed with code SSC)
- ⊗ **AMN** – Add'l Comp NOT eligible for DCP
- ⊗ **DIF** – Differential Stipend for part-time faculty academic administrators

EAPP - (Appts/Distributions) Continued



- ☒ **PRQ** - *Not applicable*. Code indicating that the employee will have a perquisite amount (e.g. meals or room and board)
- ☒ **DUC** - Leave Blank
- ☒ **WSP** - *Not applicable*. Code indicating the type of Work Study Program that is partially funds the employee's pay.
- ☒ Press <**F-11**> if you want to continue to the next screen or <**F-5 Update**> to perform screen edit.

EAPP - (Appts/Distributions) Continued

```

⌘ PPEAPP0-E1595          RVT EDB Entry/Update      ADDL          05/27/09 14:10:31
⌘ 05/27/09 13:50:15      Appointments/Distributions  Userid: RVPAYRGN
⌘ ID: XXXXXXXXXX Name: PAYROLL, PATTY      Emp Stat: A   Pri Pay: MO
⌘ PAF Gen No: 28                               Page 1 of 2
⌘ Appt  Actions Pgm Typ Bas Pd Ovr  Appt Begin Appt End Dur Dept  FLSA
⌘ 50          A   5  09  09   060117   093017   D01083   1
⌘ Title                               Grade %Full      F/V Ann/Hr Rate Rt  Sch Time Lv
⌘ 1103 PROFESSOR-ACAD YR-1/9TH PMT      F 44930.00     A   MO R   N

⌘ Dist Actions ACCT  ACTV  FUND FN CC  PD  PC          FTE Dis %
⌘ 51          306130 01160 19900 40          Summer Different  0.6316
⌘ Pay Begin Pay End Step O/A Rate/Amount DOS PRQ DUC WSP
⌘ 060117 063017          4992.22   SSG

⌘ Dist Actions ACCT  ACTV  FUND FN CC  PD  PC          FTE Dis %
⌘ 52          306130 01160 19900 40          Summer Different  1.0000
⌘ Pay Begin Pay End Step O/A Rate/Amount DOS PRQ DUC WSP
⌘ 070117 083117          4992.22   SSG

⌘ Next Func:  ID:      Name:          SSN:

⌘ ===>
⌘ F: 1-Help          3-PrevMenu 4-Print  5-Update
⌘ F: 7-Backward 8-Forward 9-Jump    11-NextFunc 12-Exit

```

EAPP - (Appts/Distributions) Continued

```

⌘ PPEAPP0-E1595          RVT EDB Entry/Update      ADDL          05/27/09 14:10:34
⌘ 05/27/09 13:50:15      Appointments/Distributions      Userid: RVPAYRGN
⌘ ID: XXXXXXXXXX Name: PAYROLL, PATTY      Emp Stat: A   Pri Pay: MO
⌘ PAF Gen No: 28                               Page 2 of 2
⌘ Appt  Actions Pgm Typ Bas Pd Ovr  Appt Begin Appt End Dur Dept  FLSA
⌘ 50          A   5  09  09   060117   093017   D01083   1
⌘ Title                               Grade %Full      F/V Ann/Hr Rate Rt  Sch Time Lv
⌘ 1103 PROFESSOR-ACAD YR-1/9TH PMT      F 44930.00    A   MO R   N

⌘ Dist Actions ACCT  ACTV  FUND FN CC  PD  PC          FTE Dis %
⌘ 53          306130 01160 19900 40          Summer Different  0.3684
⌘ Pay Begin Pay End Step O/A Rate/Amount DOS PRQ DUC WSP
⌘ 090117  093017          4992.22   SSG

⌘ Dist Actions ACCT  ACTV  FUND FN CC  PD  PC          FTE Dis %
⌘
⌘ Pay Begin Pay End Step O/A Rate/Amount DOS PRQ DUC WSP
⌘

⌘ Next Func:  ID:      Name:          SSN:

⌘ ===>
⌘ F: 1-Help          3-PrevMenu 4-Print  5-Update
⌘ F: 7-Backward 8-Forward 9-Jump    11-NextFunc 12-Exit

```

Reduction in accrued vacation for Fiscal-year faculty (APM 600-14d)



- ⌘ When Fiscal-year faculty receive additional compensation for employment during their vacation period, the appropriate number of accrued vacation days must be deducted from the vacation leave accrual.
- ⌘ Compute the appropriate number of days to be deducted from vacation leave accrual.
- ⌘ Process an RX (Pay Reduction) transaction using the the DOS code **"VLA"** . (Refer to chapter 7.1 in the Payroll/Personnel System Time Reporting Manual)

The End

