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
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.
**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.
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 Hourly, Annual (monthly), or By-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
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 DOS code “VLA”. (Refer to chapter 7.1 in the Payroll/Personnel System Time Reporting Manual)
The End