

## Job Aid: Pay Group Assignment, Configuration and Code List

This document provides information on Pay Group assignments, Configuration and Code Lists. A **Pay Group** is a processing entity necessary for creating paysheets, calculating payroll, confirming payroll and running reports and files. UCPath assigns pay groups to employees based on a variety of factors, such as union affiliation (if any), benefits available and so on.

### Pay Group Assignment

The first digit of the pay group is assigned from the UC Paygroup Location Table based on the Business Unit in which the employee works. The remaining two digits are determined by program logic using many fields in the Job Data component or using the UC Pay Group Assign Table.

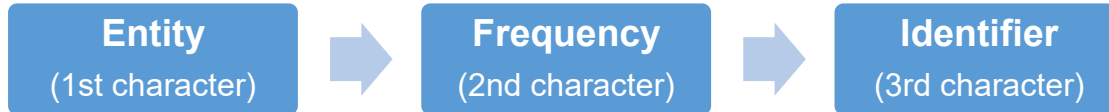
### New Hire, Re-Hire and Job Changes

First, the user enters information to successfully hire, re-hire or update an existing employee's job data. The pay group defaults to **DEF** (default) for new hires. During the nightly batch process the pay group is automatically assigned/re-assigned.

**Note:** The selection of Absence System, absence pay group and eligibility group assignment is automatically assigned based on employee's payroll pay group, type of appointment, employee class, employee type and union code.

### Pay Group Configuration

The following 3-character code map determines the UC pay group names.



### Pay Group – Entity (1st character)

This table identifies each UC entity, which is the first character in the pay group code.

Entity					
Campuses		Medical Centers		Others	
0	UC Merced	F	UC San Francisco Med Ctr	A	Assoc Students LA
1	UC Berkeley	D	UC Davis Med Ctr	H	UC College of the Law, San Francisco
2	UC San Francisco	L	UC Los Angeles Med Ctr	M	UC Office of President
3	UC Davis	S	UC San Diego Med Ctr	N	UC Agriculture and Natural Resources
4	UC Los Angeles	I	UC Irvine Med Ctr	E	Lawrence Berkeley National Lab
5	UC Riverside				Misc. Codes
6	UC San Diego				
7	UC Santa Cruz				

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Entity					
Campuses		Medical Centers		Others	
8	UC Santa Barbara				
9	UC Irvine				

### Pay Group- Frequency (2<sup>nd</sup> character)

This table identifies the pay frequency, which is the second character in the pay group code.

Frequency	
B	Biweekly
M	Monthly

### Pay Group- Identifier (3<sup>rd</sup> character)

This table identifies the business unit and frequency combination, which is the third character in the pay group code.

Identifier	
5	PD Fellows NRA IC 15
7 (after B)	7/40 Non-exempt
8 (after B)	8/80 Non-exempt
7 (after M)	NRA IC 17
8 (after M)	NRA IC 18
9	NRA IC 19
E	Salary Exempt
H	Hourly Exempt
X	Exception Hourly Exempt

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### Pay Group Combos

This table identifies codes when the second and third character are used as a combination.

Character Combos	
<b>56</b>	Firefighters Biweekly
<b>AC</b>	Academic Exempt Monthly
<b>HS</b>	AHSC Exempt Monthly
<b>PD</b>	Paid Direct Exempt Monthly
<b>PF</b>	PD Fellow Exempt Monthly; Also includes Medical Residents on T32 Fellowships
<b>SP</b>	Staff Physicians
<b>ST</b>	Students Biweekly

### Pay Groups

The following table provide a list of the pay groups used by each entity at the University of California.

#### UC Merced

Code	Description
056	UCM Firefighters
0AC	UCM Academic Exempt Monthly
0B7	UCM 7/40 Non-Exempt Biweekly
0B8	UCM 8/80 Non-Exempt Biweekly
0BE	UCM Salary Exempt Biweekly
0BH	UCM Hourly Exempt Biweekly
0BX	UCM Exception Hrly Exempt BW
0HS	UCM AHSC Exempt Monthly
0M5	UCM PD Fellows NRA IC 15
0M7	UCM NRA Income Code 17
0M8	UCM NRA Income Code 18

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Code	Description
0M9	UCM NRA Income Code 19
0ME	UCM Salary Exempt Monthly
0MH	UCM Hourly Exempt Monthly
0MS	UCM Monthly-Salaried Positive
0PD	UCM Paid Direct Exempt Monthly
0PF	UCM PD Fellows Exempt Monthly
0SP	UCM Staff Physicians
0ST	UCM Students Biweekly

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### UC San Francisco

Code	Description
256	UCSF Firefighters
2AC	UCSF Academic Exempt Monthly
2B7	UCSF 7/40 Non-Exempt Biweekly
2B8	UCSF 8/80 Non-Exempt Biweekly
2BE	UCSF Salary Exempt Biweekly
2BH	UCSF Hourly Exempt Biweekly
2BX	UCSF Exception Hrly Exempt BW
2HS	UCSF AHSC Exempt Monthly
2M5	UCSF PD Fellows NRA IC 15
2M7	UCSF NRA Income Code 17
2M8	UCSF NRA Income Code 18
2M9	UCSF NRA Income Code 19
2ME	UCSF Salary Exempt Monthly
2MH	UCSF Hourly Exempt Monthly
2MS	UCSF Monthly-Salaried Positive
2PD	UCSF Paid Direct Exempt MO
2PF	UCSF PD Fellows Exempt Monthly
2SP	UCSF Staff Physicians
2ST	UCSF Students Biweekly

### UC San Francisco Medical Center

Code	Description
F56	UCSF MC Firefighters
FAC	UCSF MC Academic Exempt MO
FB7	UCSF MC 7/40 Non-Exempt BW
FB8	UCSF MC 8/80 Non-Exempt BW
FBE	UCSF MC Salary Exempt Biweekly
FBH	UCSF MC Hourly Exempt Biweekly
FBX	UCSF MC Excpction Hrly Exmpt BW
FHS	UCSF MC AHSC Exempt Monthly
FM5	UCSF MC PD Fellows NRA IC 15
FM7	UCSF MC NRA Income Code 17
FM8	UCSF MC NRA Income Code 18
FM9	UCSF MC NRA Income Code 19
FME	UCSF MC Salary Exempt Monthly
FMH	UCSF MC Hourly Exempt Monthly
FPD	UCSF MC Paid Direct Exempt MO
FPF	UCSF MC PD Fellows Exempt MO
FSP	UCSF MC Staff Physicians
FST	UCSF MC Students Biweekly

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### UC Davis

Code	Description
356	UCD Firefighters
3AC	UCD Academic Exempt Monthly
3B7	UCD 7/40 Non-Exempt Biweekly
3B8	UCD 8/80 Non-Exempt Biweekly
3BE	UCD Salary Exempt Biweekly
3BH	UCD Hourly Exempt Biweekly
3BX	UCD Exception Hourly Exempt BW
3HS	UCD AHSC Exempt Monthly
3M5	UCD PD Fellows NRA IC 15
3M7	UCD NRA Income Code 17
3M8	UCD NRA Income Code 18
3M9	UCD NRA Income Code 19
3ME	UCD Salary Exempt Monthly
3MH	UCD Hourly Exempt Monthly
3MS	UCD Monthly-Salaried Positive
3PD	UCD Paid Direct Exempt Monthly
3PF	UCD PD Fellows Exempt Monthly
3SP	UCD Staff Physicians
3ST	UCD Students Biweekly

### UC Davis Medical Center

Code	Description
D56	UCD MC Firefighters
DAC	UCD MC Academic Exempt MO
DB7	UCD MC 7/40 Non-Exempt BW
DB8	UCD MC 8/80 Non-Exempt BW
DBE	UCD MC Salary Exempt Biweekly
DBH	UCD MC Hourly Exempt Biweekly
DBX	UCD MC Exception Hrly Exmpt BW
DHS	UCD MC AHSC Exempt Monthly
DM5	UCD MC PD Fellows NRA IC 15
DM7	UCD MC NRA Income Code 17
DM8	UCD MC NRA Income Code 18
DM9	UCD MC NRA Income Code 19
DME	UCD MC Salary Exempt Monthly
DMH	UCD MC Hourly Exempt Monthly
DMS	UCD Monthly-Salaried Positive
DPD	UCD MC Paid Direct Exempt MO
DPF	UCD MC PD Fellows Exempt MO
DSP	UCD MC Staff Physicians
DST	UCD MC Students Biweekly

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### UC Los Angeles

Code	Description
456	UCLA Firefighters
4AC	UCLA Academic Exempt Monthly
4B7	UCLA 7/40 Non-Exempt Biweekly
4B8	UCLA 8/80 Non-Exempt Biweekly
4BE	UCLA Salary Exempt Biweekly
4BH	UCLA Hourly Exempt Biweekly
4BX	UCLA Exception Hrly Exempt BW
4HS	UCLA AHSC Exempt Monthly
4M5	UCLA PD Fellows NRA IC 15
4M7	UCLA NRA Income Code 17
4M8	UCLA NRA Income Code 18
4M9	UCLA NRA Income Code 19
4ME	UCLA Salary Exempt Monthly
4MH	UCLA Hourly Exempt Monthly
4MS	UCLA Monthly-Salaried Positive
4PD	UCLA Paid Direct Exempt MO
4PF	UCLA PD Fellows Exempt Monthly
4SP	UCLA Staff Physicians
4ST	UCLA Students Biweekly

### UC Los Angeles Medical Center

Code	Description
L56	UCLA MC Firefighters
LAC	UCLA MC Academic Exempt MO
LB7	UCLA MC 7/40 Non-Exempt BW
LB8	UCLA MC 8/80 Non-Exempt BW
LBE	UCLA MC Salary Exempt Biweekly
LBH	UCLA MC Hourly Exempt Biweekly
LBX	UCLA MC Excpction Hrly Exmpt BW
LHS	UCLA MC AHSC Exempt Monthly
LM5	UCLA MC PD Fellows NRA IC 15
LM7	UCLA MC NRA Income Code 17
LM8	UCLA MC NRA Income Code 18
LM9	UCLA MC NRA Income Code 19
LME	UCLA MC Salary Exempt Monthly
LMH	UCLA MC Hourly Exempt Monthly
LMS	UCLA Monthly-Salaried Positive
LPD	UCLA MC Paid Direct Exempt MO
LPF	UCLA MC PD Fellows Exempt MO
LSP	UCLA MC Staff Physicians
LST	UCLA MC Students Biweekly

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### UC Riverside

Code	Description
556	UCR Firefighters
5AC	UCR Academic Exempt Monthly
5B7	UCR 7/40 Non-Exempt Biweekly
5B8	UCR 8/80 Non-Exempt Biweekly
5BE	UCR Salary Exempt Biweekly
5BH	UCR Hourly Exempt Biweekly
5BX	UCR Exception Hourly Exempt BW
5HS	UCR AHSC Exempt Monthly
5M5	UCR PD Fellows NRA IC 15
5M7	UCR NRA Income Code 17
5M8	UCR NRA Income Code 18
5M9	UCR NRA Income Code 19
5ME	UCR Salary Exempt Monthly
5MH	UCR Hourly Exempt Monthly
5MS	UCR Monthly-Salaried Positive
5PD	UCR Paid Direct Exempt Monthly
5PF	UCR PD Fellows Exempt Monthly
5SP	UCR Staff Physicians
5ST	UCR Students Biweekly



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### UC San Diego

Code	Description
656	UCSD Firefighters
6AC	UCSD Academic Exempt Monthly
6B7	UCSD 7/40 Non-Exempt Biweekly
6B8	UCSD 8/80 Non-Exempt Biweekly
6BE	UCSD Salary Exempt Biweekly
6BH	UCSD Hourly Exempt Biweekly
6BX	UCSD Exception Hrly Exempt BW
6HS	UCSD AHSC Exempt Monthly
6M5	UCSD PD Fellows NRA IC 15
6M7	UCSD NRA Income Code 17
6M8	UCSD NRA Income Code 18
6M9	UCSD NRA Income Code 19
6ME	UCSD Salary Exempt Monthly
6MH	UCSD Hourly Exempt Monthly
6MS	UCSD Monthly-Salaried Positive
6PD	UCSD Paid Direct Exempt MO
6PF	UCSD PD Fellows Exempt Monthly
6SP	UCSD Staff Physicians
6ST	UCSD Students Biweekly

### UC San Diego Medical Center

Code	Description
S56	UCSD MC Firefighters
SAC	UCSD MC Academic Exempt MO
SB7	UCSD MC 7/40 Non-Exempt BW
SB8	UCSD MC 8/80 Non-Exempt BW
SBE	UCSD MC Salary Exempt Biweekly
SBH	UCSD MC Hourly Exempt Biweekly
SBX	UCSD MC Excption Hrly Exmpt BW
SHS	UCSD MC AHSC Exempt Monthly
SM5	UCSD MC PD Fellows NRA IC 15
SM7	UCSD MC NRA Income Code 17
SM8	UCSD MC NRA Income Code 18
SM9	UCSD MC NRA Income Code 19
SME	UCSD MC Salary Exempt Monthly
SMH	UCSD MC Hourly Exempt Monthly
SPD	UCSD MC Paid Direct Exempt MO
SPF	UCSD MC PD Fellows Exempt MO
SSP	UCSD MC Staff Physicians
SST	UCSD MC Students Biweekly

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### UC Santa Cruz

Code	Description
756	UCSC Firefighters
7AC	UCSC Academic Exempt Monthly
7B7	UCSC 7/40 Non-Exempt Biweekly
7B8	UCSC 8/80 Non-Exempt Biweekly
7BE	UCSC Salary Exempt Biweekly
7BH	UCSC Hourly Exempt Biweekly
7BX	UCSC Exception Hrly Exempt BW
7EH	UCSC Exception Hourly
7HS	UCSC AHSC Exempt Monthly
7M5	UCSC PD Fellows NRA IC 15
7M7	UCSC NRA Income Code 17
7M8	UCSC NRA Income Code 18
7M9	UCSC NRA Income Code 19
7ME	UCSC Salary Exempt Monthly
7MH	UCSC Hourly Exempt Monthly
7PD	UCSC Paid Direct Exempt MO
7PF	UCSC PD Fellows Exempt Monthly
7SP	UCSC Staff Physicians
7ST	UCSC Students Biweekly

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### UC Santa Barbara

Code	Description
856	UCSB Firefighters
8AC	UCSB Academic Exempt Monthly
8B7	UCSB 7/40 Non-Exempt Biweekly
8B8	UCSB 8/80 Non-Exempt Biweekly
8BE	UCSB Salary Exempt Biweekly
8BH	UCSB Hourly Exempt Biweekly
8BX	UCSB Exception Hrly Exempt BW
8HS	UCSB AHSC Exempt Monthly
8M5	UCSB PD Fellows NRA IC 15
8M7	UCSB NRA Income Code 17
8M8	UCSB NRA Income Code 18
8M9	UCSB NRA Income Code 19
8ME	UCSB Salary Exempt Monthly
8MH	UCSB Hourly Exempt Monthly
8MS	UCSB Monthly-Salaried Positive
8PD	UCSB Paid Direct Exempt MO
8PF	UCSB PD Fellows Exempt Monthly
8SP	UCSB Staff Physicians
8ST	UCSB Students Biweekly

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### UC Irvine

Code	Description
956	UCI Firefighters
9AC	UCI Academic Exempt Monthly
9B7	UCI 7/40 Non-Exempt Biweekly
9B8	UCI 8/80 Non-Exempt Biweekly
9BE	UCI Salary Exempt Biweekly
9BH	UCI Hourly Exempt Biweekly
9BX	UCI Exception Hourly Exempt BW
9HS	UCI AHSC Exempt Monthly
9M5	UCI PD Fellows NRA IC 15
9M7	UCI NRA Income Code 17
9M8	UCI NRA Income Code 18
9M9	UCI NRA Income Code 19
9ME	UCI Salary Exempt Monthly
9MH	UCI Hourly Exempt Monthly
9MS	UCI Monthly-Salaried Positive
9PD	UCI Paid Direct Exempt Monthly
9PF	UCI PD Fellows Exempt Monthly
9SP	UCI Staff Physicians
9ST	UCI Students Biweekly

### UC Irvine Medical Center

Code	Description
I56	UCI MC Firefighters
IAC	UCI MC Academic Exempt MO
IB7	UCI MC 7/40 Non-Exempt BW
IB8	UCI MC 8/80 Non-Exempt BW
IBE	UCI MC Salary Exempt Biweekly
IBH	UCI MC Hourly Exempt Biweekly
IBX	UCI MC Exception Hrly Exmpt BW
IHS	UCI MC AHSC Exempt Monthly
IM5	UCI MC PD Fellows NRA IC 15
IM7	UCI MC NRA Income Code 17
IM8	UCI MC NRA Income Code 18
IM9	UCI MC NRA Income Code 19
IME	UCI MC Salary Exempt Monthly
IMH	UCI MC Hourly Exempt Monthly
IMS	UCI MC Monthly-Salaried Positive
IPD	UCI MC Paid Direct Exempt MO
IPF	UCI MC PD Fellows Exempt MO
ISP	UCI MC Staff Physicians
IST	UCI MC Students Biweekly

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### Associated Students UCLA

Code	Description
A56	ASUCLA Firefighters
AAC	ASUCLA Academic Exempt MO
AB7	ASUCLA 7/40 Non-Exempt BW
AB8	ASUCLA 8/80 Non-Exempt BW
ABE	ASUCLA Salary Exempt BW
ABH	ASUCLA Hourly Exempt BW
ABX	ASUCLA Exception Hrly Exmpt BW
AHS	ASUCLA AHSC Exempt Monthly
AM5	ASUCLA PD Fellows NRA IC 15
AM7	ASUCLA NRA Income Code 17
AM8	ASUCLA NRA Income Code 18
AM9	ASUCLA NRA Income Code 19
AME	ASUCLA Salary Exempt Monthly
AMH	ASUCLA Hourly Exempt MO
AMS	ASUCLA Monthly-Salaried Positive
APD	ASUCLA Paid Direct Exempt MO
APF	ASUCLA PD Fellows Exempt MO
ASP	ASUCLA Staff Physicians
AST	ASUCLA Students Biweekly

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### UC College of the Law, San Francisco

Code	Description
H56	UC Law SF Firefighters
HAC	UC Law SF Academic Exempt MO
HB7	UC Law SF 14793 Non-Exempt BW
HB8	UC Law SF 29434 Non-Exempt BW
HBE	UC Law SF Salary Exempt BW
HBH	UC Law SF Hourly Exempt BW
HBX	UC Law SF Excpton Hrly Exmpt BW
HHS	UC Law SF AHSC Exempt Monthly
HM5	UC Law SF PD Fellows NRA IC 15
HM7	UC Law SF NRA Income Code 17
HM8	UC Law SF NRA Income Code 18
HM9	UC Law SF NRA Income Code 19
HME	UC Law SF Salary Exempt Monthly
HMH	UC Law SF Hourly Exempt Monthly
HPD	UC Law SF Paid Direct Exempt MO
HPF	UC Law SF PD Fellows Exempt MO
HSP	UC Law SF Staff Physicians
HST	UC Law SF Students Biweekly

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### UC Office of the President

Code	Description
M56	UCOP Firefighters
MAC	UCOP Academic Exempt Monthly
MB7	UCOP 7/40 Non-Exempt Biweekly
MB8	UCOP 8/80 Non-Exempt Biweekly
MBE	UCOP Salary Exempt Biweekly
MBH	UCOP Hourly Exempt Biweekly
MBX	UCOP Exception Hrly Exempt BW
MM5	UCOP PD Fellows NRA IC 15
MM7	UCOP NRA Income Code 17
MM8	UCOP NRA Income Code 18
MM9	UCOP NRA Income Code 19
MME	UCOP Salary Exempt Monthly
MMH	UCOP Hourly Exempt Monthly
MMS	UCOP Monthly-Salaried Positive
MPD	UCOP Paid Direct Exempt MO
MPF	UCOP PD Fellows Exempt Monthly
MSP	UCOP Staff Physicians
MST	UCOP Students Biweekly

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### UC Agriculture and Natural Resources

Code	Description
N56	UCANR Firefighters
NAC	UCANR Academic Exempt MO
NB7	UCANR 7/40 Non-Exempt BW
NB8	UCANR 8/80 Non-Exempt BW
NBE	UCANR Salary Exempt BW
NBH	UCANR Hourly Exempt BW
NBX	UCANR Exception Hrly Exmpt BW
NHS	UCANR AHSC Exempt Monthly
NM5	UCANR PD Fellows NRA IC 15
NM7	UCANR NRA Income Code 17
NM8	UCANR NRA Income Code 18
NM9	UCANR NRA Income Code 19
NME	UCANR Salary Exempt Monthly
NMH	UCANR Hourly Exempt MO
NMS	UCANR Monthly-Salaried Positive
NPD	UCANR Paid Direct Exempt MO
NPF	UCANR PD Fellows Exempt MO
NSP	UCANR Staff Physicians
NST	UCANR Students Biweekly



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### Lawrence Berkeley National Lab

Code	Description
E56	LBNL1 Firefighters
EAC	LBNL1 Academic Exempt MO
EB7	LBNL1 7/40 Non-Exempt BW
EB8	LBNL1 8/80 Non-Exempt BW
EBE	LBNL1 Salary Exempt BW
EBH	LBNL1 Hourly Exempt BW
EBX	LBNL1 Exception Hrly Exmpt BW
EHS	LBNL1 AHSC Exempt Monthly
EM5	LBNL1 PD Fellows NRA IC 15
EM7	LBNL1 NRA Income Code 17
EM8	LBNL1 NRA Income Code 18
EM9	LBNL1 NRA Income Code 19
EME	LBNL1 Salary Exempt Monthly
EMH	LBNL1 Hourly Exempt MO
EMS	LBNL1 Monthly-Salaried Positive
EPD	LBNL1 Paid Direct Exempt MO
EPF	LBNL1 PD Fellows Exempt MO
ESP	LBNL1 Staff Physicians
EST	LBNL1 Students Biweekly

### Misc. Codes

Code	Description
U09	UC 9 MoEth CoEtract
WIP	Used by TBH
WOS	Systemwide Without Salary
DEF	Default Paygroup