

Job Aid: Course Buy-Outs

Overview

Faculty members with access to external fund sources may receive approval to reduce their teaching commitment through a course buy-out in order to spend more time on research. The course buy-out may be approved for single or multiple quarters/semesters. Faculty approved for course buy-outs substitute funds from external sources, such as contracts and grants, for the General Funds that usually support their pay. If the sponsored fund source (such as an NIH grant) has a salary rate limit (a salary cap), the difference, if any, between the faculty member's usual base pay rate and the salary cap (the cap gap) may be supported by discretionary funds or may be unpaid (unpaid cap gap).

You can use one of two methods to enter course buy-outs. Work with your department to determine which option is used in the business processes for your campus.

Example: The faculty member is usually paid 100% on 19900 funds. The course buy-out is 45% for the designated pay period.

Option 1. Change the Funding Source for the Existing Faculty Job

- ◆ Enter 45% to a different sponsored funding source.
- ◆ Reduce 19900 fund to 55%. On the **UCPath Help** site refer to the topic *Enter Position Funding Update*.

The screenshot displays the 'Funding Entry' page in UCPath. It includes fields for Request ID (NEW), Set ID (MECMP), Department (E25300 Earth Systems Science), and Fiscal Year (2019). Below this is a 'Job Data Snapshot' section with a table of job details for employee 'Ishac, Yelena M'. The 'Earnings Distribution' table is highlighted with a red box, showing two rows: one for fund 19900 with a 55.000% pay distribution, and another for fund 05397 with a 45.000% pay distribution.

Emn Cd	Seq #	Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub Override	GL Bus Unit	OTC Indicator	Funding End Date	Pay Dist %
1	1	000009575	0	4025103A	E253	19900			MCFIN			55.000
2			0	4025103A	E253	05397			MCFIN			45.000

- ◆ If the sponsored fund source has a rate cap and there are no or insufficient discretionary funds available to pay for the over-the-cap (OTC) portion, refer to the **UCPath Help Job Aid: Unpaid and Partially Paid Cap Gap Processing**.
- ◆ At the end of the buy-out period, end the 45% sponsored funding source and increase 19900 fund back to 100%.

Job Aid: Course Buy-Outs

Option 2. Create a Concurrent Research Job

- ◆ Enter a concurrent job at 45% time (FTE), funded by the sponsored funding source. Refer to the **UCPath Help** topic *Initiate Concurrent Hire Template Transaction (Acad)*.
 - ◆ For faculty paid on the Ladder Rank Scales, research job codes used for concurrent jobs for course buy-outs are:

Academic Year Appointment, Regular Ladder Rank Scale	003203 RES-LR SCL-AY 003213 ASSOC RES-LR SCL-AY 003223 ASST RES-LR SCL-AY
Academic Year Appointment, Business/Economics/Engineering Ladder Rank Scale	001981 RES-LR SCL-AY-B/E/E 001983 ASSOC RES-LR SCL-AY-B/E/E 001985 ASST RES-LR SCL-AY-B/E/E
Fiscal Year Appointment, Regular Ladder Rank Scale	003201 RES-LR SCL-FY 003211 ASSOC RES-LR SCL-FY 003221 ASST RES-LR SCL-FY
Fiscal Year Appointment, Business/Economics/Engineering Ladder Rank Scale	001990 RES-LR SCL-FY-B/E/E 001991 ASSOC RES-LR SCL-FY-B/E/E 001992 ASST RES-LR SCL-FY-B/E/E

- ◆ In **PayPath Actions**, reduce the existing faculty job (on 19900 funds) **FTE** to **55%**. Enter an **Effective Date**, enter the **Position Change Reason** of **TRT** (Temporary Reduction in Time) and enter the **FTE** at **55%**. Refer to the **UCPath Help** topic *Initiate Position Data Change PayPath Transaction (Acad FTE Change)*.

The screenshot shows the UCPath system interface for position data. The employee is Yelena Ishac (Emp ID 10004085). The position number is 40002621 (PROF-AY). The effective date is 07/01/2019. The position change reason is TRT (Temporary Reduction in Time). The FTE is updated to 0.550000. The existing values show the current effective date as 07/01/2018 and FTE as 1.000000.

New Values to update		Existing Values	
Business Unit:	MECMP UC Merced Campus	Business Unit:	MECMP UC Merced Campus
Department ID:	E25300 Earth Systems Science	Department:	E25300 Earth Systems Science
Location:	CAMPUS Campus	Location:	CAMPUS Campus
Job Code:	003213 ASSOC RES-AY	Job Code:	001100 PROF-AY
Union Code:	FX Non-Senate Academic Research	Union Code:	AM Academic Senate - Merced
FLSA Status:	Exempt	FLSA Status:	Exempt
Reports To Position:	40003982 DEAN	Reports To Position:	40003982 DEAN
Sal Admin Plan:	T011	Sal Admin Plan:	T001
Salary Grade:	2	Salary Grade:	1
Standard Hours:	22.00	Standard Hours:	40.00
FTE:	0.550000	FTE:	1.000000

- ◆ If the sponsored fund source has a rate cap and there are no or insufficient discretionary funds available to pay for the over-the-cap (OTC) portion, refer to the **UCPath Help Job Aid: Unpaid and Partially Paid Cap Gap Processing**.
- ◆ To end the research job and return the faculty job FTE to 100% at the end of the buy-out period:

Job Aid: Course Buy-Outs

- ◆ During **Concurrent Hire** entry of the research job, select the **End Job Automatically** check box. The job will end automatically on the date you enter in the **Expected Job End Date** field.

Work Location - Expected Job End Date	
Expected Job End Date	<input type="text" value="12/27/2019"/> <input type="checkbox"/> End Job Automatically

- ◆ If the concurrent research job is not set up to end automatically, then you must submit a termination template for the concurrent research job at the end of the buy-out period.
- ◆ In **PayPath Actions**, enter a future-dated row for the primary faculty job to return the job to 100%. Enter an **Effective Date** for the day following the **Expected Job End Date** on the concurrent research job, enter the **Position Change Reason** of **FTE** (Revert to Position FTE) and enter the **FTE** at **100%**.