Job Aid: Summer Salary Processing

Summer salary may be paid to academic appointees for teaching, research, or service performed during the summer period. In most cases, it is considered "Additional Compensation" for current University appointees and is allowed only in specific circumstances to eligible appointees as outlined in the Academic Personnel Manual (APM). For represented appointees covered by a Memorandum of Understanding (MOU), eligibility for summer salary is determined by the terms of the MOU.

Local business process determines if compensation is handled through job or additional pay. The information presented in this job aid summarizes relevant policy and procedural information and does not address every possible situation.

Contents

Click on any of the following links to navigate directly to the topic:

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Academic-Year Appointees

- May receive additional compensation of up to 1/3 (one-third) of the annual salary rate over 57 service days in the summer for conducting research, teaching, or service.

- Monthly summer salary payments may be made at a set rate of 1/9 (one-ninth) of the annual salary per month, or in a flat amount, depending on the type of payment (e.g., summer session teaching).

- Due to the higher number of working days in the months of July and/or August (quarter campuses) or June and/or July (semester campuses), pay may exceed 1/9 of the annual rate. Therefore, FTE may exceed 1.00. Adding a second concurrent summer appointment in UCPath may be necessary to cover the excess.

- Total summer compensation may not exceed 3/9 (one-third) of the annual salary rate.

Fiscal-Year Appointees

- May receive additional compensation of up to 1/12 (one-twelfth) of the annual salary performed during vacation leave.

- Professor, Astronomer, or Agronomist series appointed prior to July 1, 2014, are eligible for payments of up to 1/11 (one-eleventh) of their annual salary.

- A corresponding number of accrued vacation days (determined by the appropriate APM) must be deducted from the employee's underlying appointment. Vacation hours can be submitted through local time and attendance processes, manage accruals, or as an ad-hoc I-181 inbound file.

- While often called "summer salary," the 1/12 or 1/11 compensation can be earned at any time of the year.

Paid on Current Job as Additional Pay or on a Concurrent Job?

- Summer salary can be paid as additional pay on an existing job if it is for job-related activities performed during off-duty periods, such as summer or vacation.
  - For Senate faculty, this includes teaching, research, and service.
  - For non-senate appointees, the location must determine if the summer activity is job-related.
- A concurrent job is needed:
  - If the funding source requires that effort must be tracked.

- o For non-instructional appointees and Unit IX Lecturers teaching in Summer Session.

- A new primary job is required if the summer appointment is the only job.

Miscellaneous Summer Compensation

- Earn Codes **ADC - Additional Comp-General** (hr or amt) (AY appointees) and **ACN - Additional Comp-Gen-No RTMT** (FY appointees) (hr or amt)

- Used for additional summer compensation for academic appointees providing services that are not summer research, administrative, or teaching in summer sessions. Examples:

  - o Curriculum development

  - o COSMOS (summer program for high school students)

Summer Salary Matrixes

Click on any of the following links to navigate directly to the selected matrix:

- [Summer Salary Research (1 of 2)](): Summer salary research that is grant funded and requires effort reporting

- [Summer Salary Research (2 of 2)](): Summer salary research that does not require effort reporting

- [NSTP Summer Research](): NSTP faculty doing summer research

- [Administrative Work](): Administrative work for academic appointees

- [Summer Session Teaching (1 of 3)](): Summer session teaching for an academic appointee who already has a faculty job (excluding Unit 18 Lecturers)

- [Summer Session Teaching (2 of 3)](): Lecturer in the summer session (Unit 18)

- [Summer Session Teaching (3 or 3)](): Graduate student employee in the summer session (BX)

- [Summer Salary when Unpaid Leave of Absence during Fall Quarter:]() AY faculty member who is on leave without pay during the fall quarter

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Summer Salary Research (1 of 2)

Employee Type	Population	How to Enter	Example Data Elements		Other Notes

Summer salary research that is grant funded and requires effort reporting.
 	
If a faculty member is not enrolled in NSTP.
	• Eligible AY or FY academic appointee (not enrolled in NSTP) who performs summer research that requires effort reporting.
	
	• Example: AY faculty member is working on a research grant and plans to take 1 ninth in July, 0.75 ninths in August, 0.5 ninths in Sept (quarter campus) or 0.25 ninth in May, 0.75 ninths in June, 1 ninth in July, and 0.5 ninths in Sept (semester campus)
	
	• Example: FY faculty member is working on a research grant and plans to take 1/11 or 1/12 in August.
	
	• **Does not** apply to academic student employees.
		Add as compensation in new job record with appropriate earn code in **Job Earnings Distribution** (JED).	**Job Code**	• Additional job is Research-Ladder-Rank Scale AY-1/9, Research-Ladder-Rank Scale-FY or Research-FY job code (with appropriate rank and scale type)
				
				  o *Refer to Note
					• Summer salary rate is based on the regular base salary rate.
					  o If an academic job is above scale or off-scale, then a summer salary research job will be above scale or off-scale.
					• AY salary rate during the summer is higher than the monthly rate for the rest of the year.
					• Paid 1/9th of the annual rate per month during summer vs. 1/12th of the annual rate per month spread over 12 months for regular AY service.
					• FY appointees can take the summer salary any time of year but generally is taken in the summer.
					• FY academic appointees are typically paid a regular 1/12th rate, but some are grandfathered to be paid 1/11th.
					• FY academic appointees use vacation hours to accept the summer salary payment.
					• Over-the-cap (OTC) earnings will not be indicated by Earn Code. Up-to-the-cap and OTC earnings will both be tied to the same Earn Code but with an OTC Indicator to distinguish between the two.
					• Locations should use the Summer Salary Limits report to actively monitor compliance with the 3/9ths limit.
					• Majority of summer ninths recipients are eligible for the special summer 403b contribution. Fiscal-year and non-UCRP participants receiving summer research compensation are not eligible.

			Comp Freq	• UC_9M (AY faculty performing research during the summer) • UC_12 (FY academic appointee performing research) • UC_11 (grandfathered FY academic appointee performing research)	
			FTE	• Total can be >1.0 across multiple jobs • Concurrent job should be added if >1.0 • Can fluctuate each month	
			Earn Code	• ACR "Additional Comp-Research" (hrs or amt) • AFR "Additional Comp-FY Research" (hrs or amt)	

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Summer Salary Research (2 of 2)

Employee Type	Population	How to Enter	Example Data Elements		Other Notes

Summer salary research that does not require effort reporting.
 	
Appointee's existing job has research as a duty.
 	
If a faculty member is not enrolled in NSTP.
	• Eligible AY or FY-academic appointee (not enrolled in NSTP) who performs summer research that does not require effort reporting.
	• Example: AY faculty member is paid 2 summer ninths over the summer from initial complement startup funds or private research funds or endowment.
	• **Does not** apply to academic student employees.
		• Add as additional pay on an existing job.
		  ○ **Recurring** if amounts are the same each month.
		  ○ **One-time** if amounts differ each month.
		OR
		• Add as compensation in new job record with appropriate earn code in **Job Earnings Distribution** (JED) as described for summer salary that requires effort reporting
			Job Code	• Additional pay is paid on the Empl Record of the existing academic job	• See "Other Notes" from employee type: "Summer salary research that is grant funded requiring effort reporting."
					• It is possible to submit a concurrent hire with 0 FTE and $0 compensation but with additional pay for summer research.
					  ○ Would only occur with Multilocation Appointment (MLA) scenarios, not when an employee is paid by a single location.
					• Only academic year academic appointees who are members of UCRP are eligible for the special summer 403b contribution. Fiscal-year and non-UCRP participants receiving summer research compensation are not eligible.

			Comp Freq	• Associated with an existing academic job	
			FTE	• Associated with an existing academic job	
			Earn Code	• ACR "Additional Comp-Research" (hrs or amt) • AFR "Additional Comp-FY Research" (hrs or amt)	

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NSTP Summer Research

Employee Type	Population	How to Enter	Example Data Elements		Other Notes
NSTP faculty doing summer research that is grant funded requiring effort reporting	• Negotiated Salary Trial Program (NSTP)	Add as compensation in new job record with appropriate earn code in **Job Earnings Distribution** (JED).	**Job Code**	• New job record will be Research-Ladder-Rank Scale AY-1/9, Research-Ladder-Rank Scale-FY, or Research-FY job code (with appropriate rank and scale type)***** o [*Refer to Note](#)	• If paid on research funds needing effort reporting, then calculate the summer salary rate (1/9, 1/12, or 1/11) based on Total Negotiated Salary (TNS): the annualized rate for their primary job, including base pay plus the negotiated NSTP component. • Additional job needed for effort reporting. • If not paid on research funds needing reporting, then calculate the flat amount based on the TNS and pay through additional pay on the eligible faculty job.
NSTP faculty doing summer research that does not require effort reporting.		Add as additional pay on an existing job. • **Recurring** if amounts are the same each month. • **One-time** if amounts differ each month.	**Comp Freq**	• UC_9M • UC_12 • UC_11	
			FTE	• Total can be >1.0 across multiple jobs. • Concurrent job should be added if >1.0. • Can fluctuate each month. • FTE for the eligible faculty job and concurrent research job will differ.	
			Earn Code	• ACR "Additional Comp-Research" (hrs or amt). • AFR "Additional Comp-FY Research" (hrs or amt).	
			Job Code	• Additional pay is paid on existing eligible faculty jobs.	
			Comp Freq	• Associated with existing eligible faculty job.	
			FTE	• Associated with existing eligible faculty job.	
			Earn Code	• ACR "Additional Comp-Research" (hrs or amt). • AFR "Additional Comp-FY Research" (hrs or amt).	

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Administrative Work

Employee Type	Population	How to Enter	Example Data Elements		Other Notes
Administrative work for an academic appointee whose existing job has admin work as a duty.	• Includes academic appointees who perform administrative work in the summer (e.g., committee service during summer off-duty period, department chair). • Could be acting/interim administrator who is paid summer salary. • Example: Faculty member is appointed as a department chair and is compensated 2 ninths for the department chair position. • Academic Senate committee members who meet during the summer. • **Does not** apply to academic student employees.	Add as additional pay on an existing job. • **Recurring** if amounts are the same each month. • **One-time** if amounts differ each month.	**Job Code**	• Additional pay is paid on an existing job with administrative duties (for example, 1096 department chair job code).	• Only academic year academic appointees who are members of UCRP are eligible for the special summer 403b contribution. Fiscal-year and non-UCRP participants receiving summer administrative compensation are not eligible for the special summer 403b contribution.
			Comp Freq	• Associated to existing job.	
			FTE	• Associated to existing job.	
			Earn Code	• AY appointees: ACA "Additional Comp-Admin" (hour or amt). • FY appointees: ACN "Additional Comp-Gen-No RTMT	
Administrative work for an academic appointee who doesn't have an existing job with admin as a component.		Add the **administrative job** with 0 FTE and $0 compensation and then apply **additional pay** to the new job.	**Job Code**	• Additional job has administrative duties (for example, 1096 department chair job code).	
			Comp Freq	• UC_9M • UC_12 • UC_11	
			FTE	• Total can be > 1.0 across multiple jobs. • Can fluctuate each month.	
			Earn Code	• ACA "Additional Comp-Admin" (hour or amt)	

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Summer Session Teaching (1 of 3)

Employee Type	Population	How to Enter	Example Data Elements		Other Notes
Summer session teaching for academic appointee who already has faculty job (excluding Unit 18 Lecturers).	• Senate faculty teaching in summer session. • Faculty Administrators and Deans. • Non-Unit 18 instructional titles. • Does not apply to a**cademic** student employees.	Add as **additional pay** on existing job. • **Recurring** if amounts are the same each month. • **One-time** if amounts differ each month.	**Job Code**	• Additional pay is paid on existing instructional academic job.	• Each location has its own summer session program which determines session amount (could be flat amount). • FY faculty administrators and deans must use vacation hours in order to accept the Summer Session payment. • FY academic appointees will either reduce the percent effort on their existing job or use vacation hours in order to accept the Summer Session payment. • Eligible FY faculty may use Outside Professional Activity days (APM-025) in lieu of vacation or reduction in percent effort.
			Comp Freq	• Associated to existing job.	
			FTE	• Associated to existing job.	
			Earn Code	• ACS "Additional Comp-Summer 403" (hrs or amt). • ASN "Additional Comp-Summer Session-No 403" (hrs or amt) – Use when additional pay is on FY appointment.	

Summer Session Teaching (2 of 3)

Employee Type	Population	How to Enter	Example Data Elements		Other Notes
Lecturer in summer session (Unit 18).	• Unit 18 lecturers • Non-instructional academic titles • No existing summer job at the campus • Staff employees • **Does not** apply to academic student employees	Add the academic job (job code 001550) for flat-rate pay and then apply **additional pay** to the new job.	**Job Code**	• New or additional job is 1550 job code.	• Paid as a flat amount. • Summer session teaching appointment may be the only job and if so, wages and hours must be reported for ACA purposes. • 403(b) contributions will only be generated for employees who are UCRP eligible.
			Comp Freq	• UC_9M • M	
			FTE	• No special rules.	
			Earn Code	• ACS "Additional Comp-Summer Session-403"	

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Summer Session Teaching (3 of 3)

Employee Type	Population	How to Enter	Example Data Elements		Other Notes
Graduate Student (BX)	• Teaching Assistants • Associate in _____	For flat-rate pay, add the academic job and then apply additional pay to the new job.	**Job Code**	• New or additional job is appropriate non-GSHIP TA or Associate in__ job code	• Paid as flat amount. • Summer session teaching appointment may be the only job and if so, wages and hours must be reported for ACA purposes. • Student employee job codes are not eligible for 403(b) contributions.
			Comp Freq	• UC_9M • M	
			FTE	• No Special Rules	
			Earn Code	• ASN "Additional Comp Summer Session-No DCP" (hrs or amt)	

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Summer Salary When Unpaid Leave of Absence During Fall Quarter

Employee Type	Population	How to Enter	Example Data Elements		Other Notes
AY faculty member who is on a leave without pay during fall quarter.	• AY Professorial Job Codes	If additional pay is normally issued on the Professorial job: • Add concurrent job (Prof-1/9) and then apply **additional pay**. OR • Add as compensation in **new job record** with appropriate earn code in **Job Earnings Distribution** (JED) • The new concurrent job must be excluded from the leave using the **Job Override** tab in the **Extended Absence** request.	**Job Code**	• Corresponding Ladder-Rank Scale 1/9 job code.	• Though the fall and summer pay periods overlap, the summer compensation (for July and August) is allowable. Additional pay issued on the Professorial position/job (for example, summer session teaching) is blocked when the leave without pay is processed. Therefore, a concurrent job should be added to allow the additional pay. • Research summer salary and administrative summer salary will be processed provided they are paid on separate positions/jobs and those jobs are excluded from the leave using the **Job Override** tab in the **Extended Absence** request.
			Comp Freq	• UC_9M	
			FTE	• No special rules.	
			Earn Code	• No special rules.	

*Note:

- **Job Codes for additional jobs for Summer Research**. Select the appropriate job code based on rank, scale, and comp frequency (AY/FY):
  - **Academic Year Ladder-Rank Scale** (001982, 001984, 001986, 003205, 003215, or 003225)
  - **Fiscal Year Ladder-Rank Scale** (001990, 001991, 001992, 003201, 003211, or 003221)
  - **Fiscal Year** (001987, 001988, 001989, 003200, 003210, or 003220)

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Additional Resources

For assistance with UCPath transaction entries, refer to the following training resources on the UCPath Help site:

- Initiate New Position Control Request
- Initiate Concurrent Hire Template Transaction (Acad)
- Initiate Full Hire Template Transaction (Acad)
- Submit One-Time Payment Request
- Submit Recurring Additional Pay Request
- Initiate Additional Pay PayPath Transaction (Staff/Acad)
- Initiate Job Earnings Distribution PayPath Transaction (Acad)
- Initiate Job Data Change + Additional Pay PayPath Transaction (Acad)
- Enter Manage Accrual Transactions
- Job Aid: Accrual and Leave Accrual Service Credit Processing Guide for Locations