DATE: April 19, 2013
TO: ACADEMIC DEPARTMENTS
FROM: ACADEMIC PERSONNEL OFFICE
RE: ACADEMIC MERITS & PROMOTIONS & OTHER SALARY RELATED ACTIONS

2012/13 BUDGET & STAFFING PROCESS
No on-line payroll entries that will affect Staffing should be made from July 1 through July 11. If you are unclear as to whether an entry will affect Staffing, contact Lin Slocum (ext. 26680 or linda.slocum@ucr.edu) in Resource Planning & Budget. The July 11 date may be subject to change and email notification will be sent if this change is required.

ACADEMIC MERITS, PROMOTIONS AND RETENTIONS
Ladder Rank merits, promotions and approved retention actions (announcements through June 28, 2013) that have July 1, 2013 effective dates will be prepared and entered into the Payroll/Personnel System (PPS) centrally by the Academic Personnel and the Payroll Offices. Your assistance in verifying the accuracy of the updated salaries will be requested on July 5, after the merits and promotions have been centrally processed. A notice will be sent via PPS News to remind departments to provide verification.

NOTE: If you have entered any merits and promotions for Ladder Rank faculty in PPS that have July 1, 2013 effective dates, we ask that you reverse these entries at this time. Premature entries of these actions in PPS will have a negative effect on the staffing process. Departments are responsible for entering the merits and title code changes for Unit 18 faculty (Lecturer and Supervisor of Teacher Education only) and Librarians. Entries with an effective date of July 1 may be made prior to that date. Departments should not make entries that may affect Staffing between July 1 through July 11.

ASSISTANT PROFESSORS WITH JUNE 30, 2013 ENDING DATES:
Assistant Professors with June 30, 2013 ending dates must now be extended to June 30, 2015, even if a merit or promotion review action is still pending. Both the appointment and distributions lines must be extended in PPS before June 3, 2013 or this will have a negative effect on the staffing process. Assistant Professors who will separate from the University effective June 30, 2013 will not require extensions.

ADDITIONAL COMPENSATION—SUMMER SALARY
Summer salary compensation may be entered into the system now. Summer salary appointments must be added on a new appointment line, carrying with it the appropriate distribution line(s). The total summer salary may not exceed three-ninths for an academic year appointee. Summer session compensation must be included in that total.

Payment of summer salary must be calculated as a percentage of the monthly salary (at the one-ninth rate) with a begin date as of the first day of the month and an end date as the last day of the month. For a list of appropriate title codes and DOS codes as well as further instructions on the processing of summer salary, refer to the Summer Salary Guidelines for

Using the 19 working days per month formula (APM 600, Table 1 http://www.ucop.edu/acadadv/acadpers/apm/apm-600.pdf), the maximum percent of summer salary that may be reported in June is .5263 and for September is .7895; these percentages should be calculated to ensure that the summer salary does not exceed the three-ninths compensation limit.

RETIREMENT CONTRIBUTIONS ON SUMMER SALARY
Effective July 1, 2001, an employer and employee contribution to the Defined Contribution Plan Pretax Account based on eligible summer salary was provided per UC policy (APM 190, Appendix G). Summer salary is not ‘Covered Compensation’**. Therefore, it is not included in the calculations of an individual's HAPC (Highest Average Plan Compensation) for determining a retirement benefit. ** Administrative ninths paid to part-time faculty administrators is “Covered Compensation”.

NIH SALARY CAP
The NIH Salary Cap is a statutory limitation imposed by Congress on an individual’s rate of pay directly chargeable to grants, cooperative agreements and contracts issued by the National Institutes of Health (NIH). Guidelines for the NIH Salary Cap are located on the Academic Personnel web site under salary issues: http://academicpersonnel.ucr.edu/salary/NIHSalaryCapGuidelinesFY2012.pdf

Recent audits conducted by the Department of Health and Human Services (DHHS) and internally by the University have identified non-compliance with the NIH salary limitation and have resulted in repayments to the federal government. DHHS has indicated that follow-up reviews of this issue are likely in the near future. It is important that departments follow policy set forth in the UCR Guidelines for NIH Salary Cap to properly implement this salary cap.

NOTE: The current salary cap posted on the NIH website remains at the 2012 rate. If, or when, an update for 2013 becomes available Academic Personnel will distribute a notice to the campus as soon as possible.

CAP COMPENSATION
Summer salary previously selected by members of the Committee on Academic Personnel (CAP) for their 2012-2013 service should be entered in the Payroll/Personnel System before July 19. Home departments should have received a copy of the letter to the CAP member in September. If you have any questions please contact Genie Mulari in the Academic Senate office (ext. 2-5537 or genie.mularie@ucr.edu).

LEAVES
Academic leaves for 2013/14AY, including sabbatical leaves, may not be entered or updated in PPS until July 11, 2013.
NOTE: If you have already entered academic leaves effective July 1, 2013 or later, we ask that you reverse these entries at this time. Premature entries will have a negative effect on the staffing process.

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<th>SUMMARY OF IMPORTANT DATES</th>
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<td><strong>Before June 3, 2013</strong></td>
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| **June 28, 2013**           | • Cut-off date for Ladder Rank Merits, Promotions, and approved Retentions effective 7/1/2013. All actions announced through June 28, 2013 will be updated by APO and the central payroll office. Actions announced after June 28, 2013 will be updated by the departments after 7/11/2013.  
  • Departments must have their Staffing in balance. If Staffing is not balanced on July 1 RPB will debit the department's budget to cover any variance.  
  • Department cut-off for on-line payroll entries that will affect Staffing.  
  • Department cut-off for all 2012/13 BEAs.  
  • Department cut-off for provision adds, changes and deletions. (* Departments will not be able to access provisions until staffing is complete around the end of July). |
| **June 1-30, 2013**         | Unit 18 and Librarian merits and title code changes with July 1 effective dates may be entered during this time. |
| **July 1 – July 11, 2013**  | On-line payroll entries that will affect Staffing should **NOT** be made during this time |
| **July 5, 2013**            | Departments/Units should verify the accuracy of the centrally processed updated salaries on PPS |
| **July 11, 2013**           | Academic leaves for 2013-14 may **NOT** be entered before this date |

This communication is also accessible from the [Academic Personnel website](#) under "Salary Issues."

For questions or assistance, please send an email to [apomail@ucr.edu](mailto:apomail@ucr.edu).