



# UC San Diego

## Policy & Procedure Manual

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### PERSONNEL - ACADEMIC

#### Section: 230-43

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### SUMMER EMPLOYMENT UNDER TEACHING AND RESEARCH TITLES

#### I. REFERENCES

##### A. Academic Personnel Manual (APM)

[600](#) Salary Administration, General Policy, Appendix 1

#### II. RELATED POLICIES

##### A. UCSD Policy and Procedure Manual (PPM)

[230-42](#) Compensation of Academic Year Appointees for Teaching and Research

##### B. Academic Personnel Manual (APM)

660 Salary Administration, Additional Compensation

#### III. POLICY

Academic year (nine-month) appointees in eligible titles may be compensated for extramurally funded research projects and/or programs during the summer recess (first day of summer recess through last day of summer recess). The eligible titles/series are: Professor, Professor in Residence, Adjunct Professor, Supervisor in Physical Education, Lecturers and Senior Lecturers; including acting and visiting appointees in these titles. The amount of compensation is governed by the following restrictions:

##### A. Total compensation, from extramurally funded research projects and/or programs, Summer Session teaching, and University Extension teaching, is limited to three-ninths of the appointee's annual salary.

1. A faculty member accepting a full-time appointment in Summer Session may not receive additional compensation from extramurally funded projects and/or programs during the period they are employed by Summer Session.
2. A faculty member accepting a half-time appointment in Summer Session may receive half-time (50%) additional compensation from extramurally funded projects and/or programs during the period they are employed by Summer Session.

##### B. Three-ninths of annual salary may be earned during the summer by working full-time for 57 working days (\*defined as Monday through Friday, including academic and administrative holidays which count as time worked) during summer recess. Fifty-seven days is based on the average number of teaching days in a teaching quarter and is intended to provide the appointee with the opportunity to earn three-ninths of

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their annual salary in the same period of time that would be required to earn a comparable amount through teaching. One-ninth salary may be earned by working full-time for 19 days during summer recess.

- C. It is the policy of the San Diego Campus to use July 1 salary rates for all additional summer compensation paid during the summer recess (e.g., beginning in mid-June through mid-September), except for Summer Session salaries which are By-Agreement or based on the regular academic salary rate paid on June 30.

**IV. PROCEDURES**

- A. A Payroll/Personnel System (PPS) update action must be processed to effect additional summer compensation for teaching or research.
  - 1. Salary rates should reflect current status unless the department has been officially notified of an approved merit or promotion. Departments are responsible for initiating the update to PPS to reflect revised summer salary rates for retroactive merits and promotions. Exceptions are:
    - a. Summer Session salaries, which are based upon the salary rate as of June 30 of the calendar year in which Summer Session is taught.
    - b. Any salary payments which are stipulated as “By Agreement.”
  - 2. Salary payments for extramurally funded teaching and/or research are made from Academic Salaries - account 600000, which requires no Payroll Time Record (PTR) submission. Salary payments from General Assistance -account 620000 can only be processed in cases where there is variable time reported on multiple funding sources. Departments effect salary payments in these cases for extramurally funded teaching and/or research by submitting the appropriate PTR to the Payroll Division. Exceptions are:
    - a. Payments for Summer Session salaries are effected by the Payroll Division upon receipt of a special time reporting form submitted by the Summer Session Office.
    - b. Payments for University Extension teaching are processed by University Extension.
  - 3. The service period for summer research and/or teaching starts with the first day after the end of the spring quarter and ends the day prior to the start of the fall quarter. This includes a portion of the month of June, the months of July and August and a portion of the month of September. The pay for summer service may be received in the July 1, August 1, September 1 and October 1 paychecks.
    - a. If a faculty member wishes to receive payment for June service in the July 1 paycheck, the pay period would coincide with the summer recess period (mid-June through mid-September). The faculty member would then be eligible to receive up to 50% of one-ninth annual salary for June, up to 100% of one-ninth annual salary for the months of July and August, and up to 50% of one-ninth annual salary for the month of September.
    - b. If a faculty member does not provide research or teaching service during the June portion of the summer recess, or if the faculty member does provide service during this period but does not specify preference for payment on July 1, the pay period will be from July through September, and the faculty member would be eligible to receive up to 100% of one-ninth annual salary each for July, August, and September.
  - 4. Payments (at the distribution level in PPS) with any dates other than the first of

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the month through the last day of the month will automatically pay half of the monthly rate. A payment for June 14th - June 30th will pay half of the monthly rate. Similarly, a payment set up for July 1st through July 30th (instead of July 31st) will also pay half of the monthly rate.

5. An academic-year faculty member who is on an approved leave without pay, the dates of which overlap the summer period (i.e. fall quarter leave without pay 7/1/xx-10/31/xx), may still receive additional summer compensation for that period. However, since the leave code '08' at the employee level in PPS halts pay for the entire leave period, special arrangements must be made to pay the additional summer compensation. In such cases, the department should call the Academic Personnel Office and the Payroll Office to make arrangements for the pay adjustment.

**B. Instructions for the PPS online implementation of additional summer compensation**

1. Establish an appointment with:
  - a. The proper title code (see Supplement I).
  - b. Use action code 13 at the appointment level to indicate additional employment.
  - c. The basis/paid over fields will be 09/09.
  - d. The appointment dates for the summer service period dates
  - e. The duration field should be blank.
  - f. The appointment percent field should indicate the overall percent time for the summer compensation.
  - g. Enter the person's normal annual salary.
  - h. The RT code should be A.
  - i. The LV code should be N.
2. Establish distribution(s) with:
  - a. The appropriate index and account for the funding source.
  - b. The FTE field should be blank.
  - c. The distribution percent should indicate the percent to be charged to the fund source.
  - d. The dates should fall within the appointment dates.
  - e. The step and A/O fields should indicate the person's normal step and whether or not off- or above-scale.
  - f. The rate should be 1/9th of the annual salary (except for by agreement and summer session appointments).
  - g. The appropriate DOS code for additional summer compensation (see Supplement II)
3. Enter "sub 0" in the Description of Content field on the notification screen in the Post Authorization Notification subsystem of PPS (PAN)
4. Note the service period, number of working days, and number of ninths to be paid in the comment section of PAN

**V. REVISION HISTORY**

October 01, 1997	This policy was made effective.
April 24, 2018	Minor technical edits to update policy hyperlinks.
May 1, 2020	Technical edits to remove gendered language



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### PERSONNEL - ACADEMIC

#### Section: 230-43 SUPPLEMENT I

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### SUPPLEMENT I

#### TITLE CODES FOR ADDITIONAL SUMMER COMPENSATION

Faculty receiving additional summer compensation for research activities should be paid under one of the following title codes:

3205	Research Academic Year-1/9th	For Professors
3215	Associate Research Academic Year-1/9th	For Associate Professors
3225	Assistant Research Academic Year-1/9th	For Assistant Professors
1982	Research Academic Year - 1/9th B/E	For Professors paid from the Business and Engineering Scale
1984	Associate Research Academic Year-1/9th B/E	For Associate Professors paid from the Business and Engineering Scale
1986	Assistant Research Academic Year-1/9th B/E	For Assistant Professors paid from the Business and Engineering Scale

Faculty receiving additional summer compensation for teaching or service duties should be paid under one of the following title codes:

1103	Professor Academic Year-1/9th	For Professors
1203	Associate Professor Academic Year-1/9th	For Associate Professors
1303	Assistant Professor Academic Year-1/9th	For Assistant Professors
1145	Professor Academic Year-1/9th B/E	For Professors paid from the Business and Engineering Scale
1245	Associate Professor Academic Year-1/9th B/E	For Associate Professors paid from the Business and Engineering Scale
1345	Assistant Professor Academic Year-1/9th B/E	For Assistant Professors paid from the Business and Engineering Scale

### REVISION HISTORY

May 1, 2020

This policy was reviewed for gender neutral language.



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### PERSONNEL - ACADEMIC

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### SUPPLEMENT II

#### DESCRIPTION OF SERVICE (DOS) CODES

OLM	Additional Summer Compensation - By Agreement	Used for By Agreement research payments. Can only be used if the funding source does not require percent of effort reporting
OLN	Additional Summer Compensation – Research	Used for regular research payments
OLS	Additional Summer Compensation - Teaching – Amount	Used for By Agreement teaching payments
OLT	Additional Summer Compensation - Teaching/Administrative	Used for regular teaching payments
OLX	Additional Summer Compensation - Agency Cap	Used whenever the monthly pay rate is being capped by the compensation limits of an external agency (such as NIH)
SMR	Additional Summer Compensation - Summer Session – Regular Faculty	Used for Summer Session teaching payments made to faculty who have other appointments with UCSD
SMV	Additional Summer Compensation - Summer Session – Visiting Faculty	Used for Summer Session teaching payments made to faculty whose only appointment at UCSD is with Summer Session

### REVISION HISTORY

May 1, 2020

This policy was reviewed for gender neutral language.