March 5, 2019
Mindy Schroeder, Academic Personnel Manager
What we’ll cover today

- General Info
  - What GCCP is/Why we have it
  - Facts about GCCP
  - General announcements and tips
  - Workflow

- Feedback on each of the forms

- Descriptions/Tips regarding the 4 components of GCCP

- Special Circumstances

- Anything you want to ask about
What is GCCP and Why Do We Have It?

- GCCP = General Campus Compensation Plan
  - Different than, but modeled on, HSCP (Health Sciences Compensation Plan)
- Allows faculty to augment salary by 30% and increase summer 9ths.
- Intent of program:
  - faculty member has access to the external funds due to his or her research, teaching, or outreach activities.
- Benefits
  - Be competitive with other University salaries
  - Increased compliance in mandatory training and reporting
- Potential Issues
  - Worries about decreased teaching commitment
  - Changes in funding or plans that affect compensation throughout the year
Facts about GCCP

● GCCP Started effective July 1, 2013 and was approved for a 5-year trial period
  ○ Participating Campuses at the time included:
    ■ UC San Diego
    ■ UC Irvine
    ■ UCLA

● Approved for an additional four years, 7/1/18-6/30/22.
  ○ As a condition of extending the plan, new fund restrictions, additional data, and certifications are required for participation (implemented for 2018)

● As of July 1, 2019, UCR also adopted GCCP
Facts about GCCP and Engineering

- There were 125 participants for 2018-19 across UC San Diego
- 61 requests in 2018-19 in Engineering (48.8%, largest area on campus)
  - Bio comes in second followed by Phys Sci, SIO, Rady, Soc Sci and GPS.
- Engineering Over the years:
  - 2013-2014: 40
  - 2014-2015: 52
  - 2015-2016: 51
  - 2016-2017: 60
  - 2017-2018: 61
  - 2018-2019: 61
General News

- First Great Job
  Last year’s requests and worksheets were the best yet!
- This year’s requests will be due to the Dean’s Office by May 1, 2019.
  - Forms are due from the Dean to Academic Compensation June 1, 2019
  - The Jacobs School Dean’s Office is no longer sending out call letters.
- The million $ question - when will know the salary scales? I don’t know!
- GCCP tool is in the works
  - Engineering has OEC on standby to develop it
  - Funding proposal with ESR
  - https://www.lucidchart.com/documents/edit/e6b17515-116a-4d26-879d-18a356517d28/7
General Tips

● Submit only when final
  ○ Avoid sending multiple versions of a request when possible.
  ○ It is better to hold the form and make sure it is complete and properly filled out before sending forward.
  ○ We can be flexible with the due date if need be.
● Please be sure forms are typed and legible.
● Once negotiated and approved, salary levels may not be changed for the entire plan year.
● Remind your faculty of good standing requirements in your call letter
The Process

Steps in the process towards approval.

1. AP Manager reviews for overall completeness, pending review and retention file status, computation errors, and any red flags, such as inappropriate.
2. AP Analyst reviews for good standing (Training, APM 025), and other items impacting pay (i.e., Leaves, FSFP).
3. Business Director reviews fund sources to make sure they are appropriate, are properly funded, no deficits, etc.
4. Exec Asst Dean views overall program and determines if any exceptions can be approved. Makes recommendation to Dean.

Dean reviews and endorses/disapproves request

Requests are submitted to Academic Compensation

Academic Compensation ensures correctness and completeness of requests, ensures program compliance, makes recommendation to EVC.

EVC makes final decision and directs Acad Comp to issue outcome

Outcome is received in Dean’s Office and forwarded to Department

Department enters into payroll

Subsequent changes in index throughout the year are entered by department and do not need to be reported, unless the edit is to an FDP line.
Review pending yes/no
- If the individual had or is undergoing a review eff. 7/1/19 mark yes and the proposed rate should reflect what has been proposed.
- If there is a retention pending please note that in this area also. If the review/retention is final, it helps to note that.
- Entered for anything still pending at the time of submission
- Final approval will be issued after outcome is final.
- Worksheet may have to be worked depending on outcome.
The request Form: Feedback and Tips

- **Review Final**
  - If the review is final at the time of submission than do not check the box and complete request and worksheet based on final outcome.
Those teaching less than the department norm

- Dept Norm = the department’s approved course load
- Dept norm is NOT “Less than what they taught last year or previous years.”
- If they always teach less state why.
- You may need to attach an additional sheet.
- Faculty participating in GCCP may not reduce their teaching commitment.
The request Form: Feedback and Tips

- GCCP requests with less than three ninths
  - A discussion regarding cost of participation should be held with any faculty member receiving less than three ninths and wishing to participate.
  - For Example
    - **Scenario 1:** Total UC Salary = $100,000, no GCCP
      - 3 summer 9ths at $100,000K base = $33,333.33
      - Total UC Comp = $133,333.33
    - **Scenario 2:** Total UC Salary = $100,000, 30% GCCP Participation, no summer ninths
      - $100,000 UC Salary + $30,000 Negotiated increment
      - Total UC Comp = $130,000
  - It is not a requirement to receive three ninths to participate in GCCP but it is an important consideration.

- The Total UC Salary should be rounded to the nearest $100.
The request Form: Feedback and Tips

- Plan Ahead for the Entire Year
  - FSEP and Sabbaticals all must be noted for the academic year, whether you have the full information or not.
  - Sabbaticals for FA quarter must be submitted with the request.
  - FSEP for the entire AY must be submitted with the request.
  - Anything that comes up after the request is approved and was not previously disclosed on the request form will be an exception and will require additional explanation and review.
The Research Detail: Feedback and Tips

- This form was first used last year
  - Provide clear and detailed explanations and dates in each instance.
  - Information is reported to OP and must be concise and easily understood.
The Worksheet: Feedback and Tips

- Do not alter the formulas on the worksheet.
- In the vast majority of cases, a correctly completely form will either match or be off by pennies in the “Difference from UC Salary proposed” field.

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<tr>
<td>% Time (9 mo)</td>
<td>% Effort</td>
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<td>----------</td>
</tr>
<tr>
<td>Total Percent Time Paid: 100.00%</td>
<td>100.00%</td>
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</table>
The Worksheet: Feedback and Tips

- Make sure percentages add up to 100% on the worksheet and that the dollar amount proposed matches the one you achieved!

- But... Just because the “Total Percent Time Paid” adds up to 100%, it doesn’t mean you completed the form correctly. You need to check each section to make sure that each month also adds up to 100% and you didn’t make any cap gap errors.

(uh oh - something’s wrong!)
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<th>RATE</th>
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Over funded for July - Dec
Under funded for Jan - June

Wrong

Right
FSEP - Faculty Salary Exchange Program (more later in the presentation)

- FSEP requests for GCCP participants should come forward at time of the initial GCCP submission. (The GCCP program requires complete funding to be pre-determined for plan participation.)
- If it is necessary on occasion to submit an FSEP request after the GCCP program has begun it is allowed. However, FSEP requests sent forward after the program has begun should be infrequent instead of the norm.
Supplemental Items, Feedback & Tips

● Additional Items to be Submitted
  ○ If there is an FSEP or leave, include these forms immediately after the GCCP request in the following order:
    1. FSEP
    2. Leave form (and any back-up documentation)
    3. Any email backup

● If the faculty member has shown up as non-compliant for any training and or reporting on current lists, submit proof of completion behind the request form and after any of the applicable items listed above
The Four Components of GCCP

1. Covered Compensation - FTE Fund Sources (state funded)
2. Covered Compensation - Other Fund Sources (non-state funded)
3. Negotiated Increment (non-state funded)
4. Summer salary (can be a mix of non-state and state funds in some cases)
COMPONENT 1: Covered Comp (FTE)

Covered Compensation - FTE Fund Sources

Use this section to record salary paid from the faculty member's regular FTE. Fund sources are 99100A. The maximum annual salary for this section will be the covered compensation rate (the scale rate plus off-scale amount), less funds set aside for the contingency funds and less any funds used in for FSEP. The minimum annual salary for this section is 50% of covered compensation rate.

**PPS NOTE:** Use NCB DOS code for these pay distributions

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FTE Fund Source Minimum: 0.00
FTE Fund Source Target (excl. FSEP): 0.00
Component 1: Covered Comp (FTE)

- Covered Compensation supports research, teaching, and service
- LRF *base salaries* are 100% state supported by an FTE (Full Time Equivalent)
  - *Base Salary* aka Covered Compensation = Scale Rate + any OS
- *General Campus* faculty may supplement their covered compensation by using outside fund sources to support *research*.
- *General Campus Faculty* may not pay for their own teaching or service using research funding.
- Teaching + Service = 50% of expected commitment.
- Therefore, *General Campus* Faculty must receive **at least** 50% of their base salary from state supported funds (**the minimum**).
- **The maximum (aka target)** that can be funded in this section is 100% of the FTE minus the contingency amount.
**Covered Compensation - FTE Fund Sources**

Use this section to record salary paid from the faculty member's regular FTE. Fund sources are 99100A. The maximum annual salary for this section will be the covered compensation rate (the scale rate plus off-scale amount), less funds set aside for the contingency funds and less any funds used in for FSEP. The minimum annual salary for this section is 50% of covered compensation rate.

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</table>

This number will always be between the min and the target

FTE Fund Source Minimum: 50,000.00
FTE Fund Source Target (excl. FSEP): 97,000.00

This number will always be between the min and the target
Component 1:
Covered Comp (FTE) - TRICKS and Tips! :-) 

- The FTE - Covered Compensation % must be rounded up to the nearest .0001.
- Minimum requirements in each section need to be met

Wrong

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FTE Fund Source Minimum: 100,000.00
FTE Fund Source Target (excl. FSEP): 194,000.00

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FTE Fund Source Minimum: 100,000.00
FTE Fund Source Target (excl. FSEP): 194,000.00
Component 1: Covered Comp (FTE) - TRICKS and Tips! :-)  

- When fully funding the FTE with state funds, you should be slightly above the target due to rounding.

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<tr>
<td>0.7462</td>
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<td>97,005.96</td>
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Right
**Component 2: Covered Comp (other fund sources)**

**Covered Compensation - Other Fund Sources**

Use this section to record salary that is part of covered compensation, but is not coming from regular FTE fund sources. This is to make up for the salary from FTE fund sources that was set aside for the contingency fund and for FSEP. It may also be used to record sabbatical leave supplement funding.

**PPS NOTE:** If funds used have no salary cap, use DOS code NCB for these pay distributions. If funds have a salary cap, use DOS code NCC for the capped funds and DOS code NCG for the cap gap funds.

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Minimum Amount: 0.00
Target Amount: 0.00

Covered Compensation - All Fund Sources: 0.00
Difference from actual covered compensation: 0.00

% Covered Compensation: 0.00%
Component 2: Covered Comp (other fund sources)

What other fund sources?

- Contingency
- FSEP (Faculty Salary Exchange Program)
- Partial Sabbatical with Sabbatical Supplement

But **NOT** Course Buyouts

- Why?
Component 2: Covered Comp (other fund sources)

- **Contingency**
  - **What It is:**
    - A fund covers faculty who default on GCCP
    - All faculty must be 10% of their negotiated increment into the contingency fund.
    - Once flush, departments can begin to distribute the excess towards other sources
  - **Why is this considered covered compensation?**
    - The 10% contingency is drawn from state funding and then replaced by another source to make the salary (i.e. FTE) whole. Essentially - a tax on their salary.
    - **Example:** 100K Total Covered Comp + 30K Negotiated Increment
      - $100,000 total Covered Comp is reduced by $3,000
      - $3,000 goes to the contingency fund.
      - $97,000 of salary is now supported by state funds
      - Faculty member must identify a new source to pay for the missing $3,000
Component 2: Covered Comp (other fund sources)

- Contingency (Cont)
  - Rules to follow
    - The contingency fund is always funded in this section
    - The contingency fund is never from a state funded source (including start-up)
    - The contingency should be listed as a separate line entry.
    - The contingency must be rounded up to the nearest .0001 percentage.
### Simple Example of the fully funded FTE

**State Funds**
- $97,000

**Non-State (Contingency)**
- $3,000

**Total**
- $100,000

**Covered Compensation - FTE Fund Sources**
Use this section to record salary paid from the faculty member’s regular FTE. Fund sources are 99100A. The maximum annual salary for this section will be the covered compensation rate (the scale rate plus off-scale amount), less funds set aside for the contingency funds and less any funds used in for FSEP. The minimum annual salary for this section is 50% of covered compensation rate.

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**Covered Compensation - Other Fund Sources**
Use this section to record salary that is part of covered compensation, but is not coming from regular FTE fund sources. This is to make up for the salary from FTE fund sources that were set aside for the contingency fund and for FSEP. It may also be used to record sabbatical leave supplement funding.

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**Minimum Amount:** 3,000.00
**Target Amount:** 2,994.04

**Covered Compensation - All Fund Sources:** 100,008.86
**Difference from actual covered compensation:** 8.96
**% Covered Compensation:** 76.93%
Component 2: Covered Compensation (other fund sources)

- FSEP (Faculty Salary Exchange Program)
  - **What it is:**
    - Program that allows faculty to cover part of their FTE with non-state funds.
  - **Why do they do this?**
    - They may be required to do it by their funding agency
    - They may want to release state funds for some other purpose
Component 2: Covered Compensation (other fund sources)

- **FSEP (Faculty Salary Exchange Program-Cont)**
  - **The rules**
    - FSEP is *always* based on the Covered Compensation Rate (aka JUST the FTE)
    - FSEP is *always* funded by a non-state funded source supporting the faculty member’s research
    - FSEP can *never* exceed 50% of the Covered Compensation Rate
    - FSEP must be taken concurrent with the entire pay period.
    - The percentage of FSEP appearing on the worksheet will be different than the percentage of FSEP appearing on the request.
  - Fill out the FSEP request first, determine the dollar amount that the percentage will yield, calculate the corresponding percentage on the worksheet that will yield that dollar amount.
Example: 15% FSEP, WI19

- Covered Comp (aka FTE) = $100,000
  - Remember FSEP is always based on the Covered Compensation Rate (aka JUST the FTE)

- 15% FSEP for WI19 = $100,000/12 * 4 months * .15 = $5000
  - Your GCCP worksheet should reflect a $5000 charged to the FSEP Index
  - The percentage on the worksheet WILL NOT equal 15%
    - Why?
      - The worksheet funds Covered Comp+Negotiated increment
      - FSEP is based on Covered Comp only
      - 15% of 130K is not the same is 15% of 100K.
Example of the fully funded FTE with FSEP for one quarter

FSEP amount = $5,000
State funds reduced by $8,000
(5,000 FSEP+3,000 Contingency)
100K-8K = $92,000

~ $92,000 State Funds

~ $8,000 Non-State
(Contingency+FSEP)

~ $100,000 Total
Sample FSEP request form with 15% FSEP and GCCP participation.

This section could be used to describe the fully funded GCCP, but is not necessary.
Component 2: Covered Compensation (other fund sources)

- Partial Sabbatical with Sabbatical Supplement
  - What it is
    - Faculty will sometimes take a “partial” sabbatical, meaning that they are partially excused from their normal duties while still receiving state-funded pay for that part of their salary.
    - Faculty participating in GCCP must pay the remaining portion as a “sabbatical supplement” using external fund sources.
Component 2: Covered Compensation (other fund sources)

- Partial Sabbatical with Sabbatical Supplement (cont)
  - Rules to Follow
    - Sabbatical leaves are always fully funded at the percent of leave by state funds.
    - The remaining portion is paid on non-state funds.
    - Any request of this nature should demonstrate a continued full commitment to the approved teaching load.
    - If teaching load is to be reduced, a clear and compelling reason for it needs to be included in the request.
Example: 33% Sabbatical Supplement, SP20

- **Covered Comp (aka FTE) = $100,000**
  - Remember Sabbaticals are *always* based on the Covered Compensation Rate (aka JUST the FTE)
- **33% FSEP for SP 19 = 100,000/12 * 4 months * .33 = $11,000**
  - Your worksheet should reflect $11,000 charged to the Sabbatical Supplement Index
  - The percentage on the worksheet WILL NOT equal 33%
    - **Why?**
      - The worksheet funds Covered Comp+Negotiated increment
      - Sabbaticals are based on Covered Comp
      - 33% of 130K is not the same as 33% of 100K.
Ex: Fully funded FTE + 1 Quarter FSEP and 1 quarter 33% sabbatical supplement  
FSEP amount = $5,000  
Sabb Supp amount = ~$11,000  
State funds reduced by $19,000  
(5,000 FSEP + 11,000 sab supp + 3000 Cont)  
100K-19K = $81,000  

~ $81,000 State Funds

~ $19,000 Non-State  
(Sabb Supp+Contingency+FSEP)

~ $100,000 Total

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Covered Compensation - FTE Fund Sources

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<td>GCC: LRF and Staff</td>
<td>State General Fund</td>
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<td>21,337.32</td>
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Covered Compensation - Other Fund Sources

Use this section to record salary that is part of covered compensation, but is not coming from regular FTE fund sources. This is to make up for the salary from FTE fund sources that was set aside for the contingency fund and for FSEP. It may also be used to record sabbatical leave supplement funding.

**PS NOTE:** If funds used have no salary cap, use DOS code NCB for these pay distributions.

If funds have a salary cap, use DOS code NCC for the capped funds and DOS code NCG for the cap gap funds.

<table>
<thead>
<tr>
<th>INDEX</th>
<th>FUND</th>
<th>TITLE</th>
<th>FUND TYPE</th>
<th>START</th>
<th>END</th>
<th>MO</th>
<th>% TIME</th>
<th>RATE</th>
<th>CAP RATE</th>
<th>CAP GAP</th>
<th>SALARY</th>
<th>% TIME</th>
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<tr>
<td>ECE126 21B69A</td>
<td>ONR</td>
<td>Federal Contract or Grant</td>
<td>7/1/2018</td>
<td>6/30/2019</td>
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Minimum Amount: 3,000.00
Target Amount: 18,888.56

Covered Compensation - All Fund Sources

Difference from actual covered compensation: 8.95

% Covered Compensation: 76.83%
NIH CAP

What if a faculty member wants to participate in FSEP or fund a sabbatical supplement from an NIH award with a cap (current cap is $189,600), and that faculty member’s Covered Compensation is more than the cap?

- **Same rules apply**
  - Percentage is calculated exactly the same way.
  - Dollar amount achieved will be lower because it’s based on the Cap Rate
  - Difference is made up by another non-NIH fund that we call a “Cap Gap” and does not have an associated percentage
  - FSEP form will look no different with regard to percentages, however you should note in the notes section the Cap rate and the Cap Gap source.
Example of fully funded FTE with FSEP with NIH Cap for one quarter

FSEP amount = $10,000
State funds reduced by $16,000 (10,000 FSEP+6000 Contingency)
200K-16K = $184,000

~$ 184,000 State Funds

Contingency at NIH Cap Rate+Gap = $6,000
FSEP at NIH Cap Rate + Gap = $10,000
~ $16,000 Non-State (Contingency+FSEP)

~ 200,000 Total
Sample FSEP request form with 15% FSEP and GCCP participation using an NIH fund with a CAP lower than faculty member’s covered comp.

This section could be used to describe the fully funded GCCP, but is not necessary. I did not include a description of the contingency, but you could.

| Pay Period of Funding Exchange (Must coincide with quarterly pay periods): |
| Begin: 11/01/2018 | End: 02/28/19 |

| Description of Salary Exchange (Attach separate sheet if necessary): |

| Please list the current method of pay: |

<table>
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<tr>
<th>Index(s)</th>
<th>BNGFSBE</th>
<th>Fund(s)</th>
<th>Percent</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>9910DA</td>
<td>100</td>
<td>100</td>
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</tbody>
</table>

| Proposed Method of Pay: |

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<th>BNG2722</th>
<th>BNG2722</th>
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<tbody>
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<td>60520A</td>
</tr>
<tr>
<td>Percent</td>
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<td>15%</td>
<td>3% (cont)</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
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</tbody>
</table>

**Notes:**

Faculty member is participating in GCCP with Covered Comp = $200,000  
CAP Rate for BNG2722 = $189,000 @15% = 7286.96  
CAP Gap on BNGTT35 = 678.26/month * 4 months = 2,713.04  
Total FSEP = $10,000
## Component 3: Negotiated Increment

**Negotiated Salary Increment**

Use this section to record salary for the negotiated salary increment.

**PPS NOTE:** If funds used have no salary cap, use DOS code NNC for these pay distributions.

If funds have a salary cap, use DOS code NCU for the capped funds and DOS code NGU for the cap gap funds.

<table>
<thead>
<tr>
<th>INDEX</th>
<th>FUND</th>
<th>TITLE</th>
<th>FUND TYPE</th>
<th>START</th>
<th>END</th>
<th>NO</th>
<th>% TIME</th>
<th>RATE</th>
<th>CAP RATE</th>
<th>CAP GAP</th>
<th>SALARY</th>
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**Maximum:** 0.00

**Difference from proposed salary increment:** 0.00

**Calculated Salary-- All Fund Sources:** 0.00

**Difference from UC Salary proposed:** 0.00

**Total Percent Time Paid:** 0.00%
Component 3: Negotiated Increment

What it is:

- Faculty can request *up to 30%* (without going over) of their covered compensation rate as an additional salary increment.
- Covered Comp + Negotiated Increment = Total UC Salary Rate
- Because both the FTE and the contingency fund must be rounded up to the nearest .0001, the negotiated increment will generally be underfunded.
Component 3: Negotiated Increment

The Rules

● Only external funds will be used to pay the negotiated portion of the salary.

● “External funds” = any non-state-appropriated funds, such as (but not limited to)
  ○ endowment or gift income,
  ○ professional degree fees,
  ○ self-supporting degree fees,
  ○ contract and grant support.

● General Funds cannot be substituted for external funds in support of the program.
The Rules (cont)

- The funds should not be discretionary funds located in the department, school, college, or campus.
- Funding must be in place by the time the request is submitted.
Component 4: Summer Salary

Use this section to record summer salary from all fund sources.

NOTE: All summer salary must be paid between July 1 and September 30. For partial month payments, you will need to override the calculation of the number of months by entering the appropriate value (e.g., 1.5) in the MO column.

PPS NOTE: If funds used have no salary cap and these are research ninths, use DOS code ACR for the pay distributions.
If funds have a salary cap and these are research ninths, use DOS code ARC for the capped funds and DOS code AAC for the cap gap funds.

<table>
<thead>
<tr>
<th>INDEX</th>
<th>FUND</th>
<th>TITLE</th>
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<th>CAP RATE</th>
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Monthly maximum allowed on state funds or student tuition funds: 0.00
Maximum Summer Salary: 0.00
Difference: 0.00
Total Summer Months Paid: 0.00
Faculty participating in GCCP are eligible to receive 3 summer 9ths based on their Total UC Salary Rate

If applicable, Summer Session teaching will be based on the covered compensation rate (does not include GCCP negotiated component) in effect on 6/30.

Summer salary under GCCP may only be issued in July, August, and September (7/1 – 9/30 pay period)
Component 4: Summer Salary

- The Jacobs School of Engineering allows up to 2 summer 9ths at the covered compensation rate to be paid by start-up funding in a given year.
- Jacobs School faculty may use start up to pay a total of 4 months summer salary may at the covered compensation rate over their careers.
- As a general policy, NSF limits the salary compensation requested in the proposal budget for senior personnel to no more than two ninths of their regular salary in any one year.
Special Circumstances

- Cost Share
- Start Up Agreements
Questions?

Um, yes... I have a question