

This session will *not* be recorded, but this PowerPoint can be found

<https://medschool.ucla.edu/research/researcher-resources/administrative-support/department-medicine-office-research-administration/fund-management-training>

# Payroll Topics – DOM Faculty

UCLA DEPARTMENT OF MEDICINE  
OFFICE OF RESEARCH ADMINISTRATION  
ZOOM TRAINING

# Health Sciences Compensation Plan (HSCP)

- Purpose of the HSCP is to provide a common administrative framework within which a participating health sciences school can compensate its faculty according to the competitive requirements of each discipline
- DOM Compensation Plan Funds:
  - 62165 – DOM Medical Comp Plan (MCP)
  - 62246 – DOM Basic Science Comp Plan (BSCP)
  - 62125 – Derm Comp Plan

All 3 funds are unique to DOM, and **cannot** be transferred/linked outside of DOM

# Components of Faculty Salaries in DOM

- **X – Base – Earn Code HSR**
  - Based on the [UCOP Academic Salary Scales](#) for the rank and step (set by the University).
    - DOM: Table 2-Faculty-Ladder Ranks-Prof Series-Fiscal Year
  - 19900 should usually only appear in the Base
- **X' (X prime) – Additional Base – Earn Code HSP**
  - **MCP** = Scale 8
  - **BSCP** = Scale 3
  - X' is also referred to as the Retirement Factor
- **Y – Delta – Earn Code HSN**
  - Negotiated portion may be zero.

# Components of Faculty Salaries in DOM (continued)

- Z – Bonus – Earn Codes HZC (clinical) or HZA (admin)
  - Can only be paid on Comp Plan Funds
    - Paid on Sub 02

$X + X' =$  Covered Comp for Retirement

- This is also the minimum salary that must be paid to a Comp Plan faculty member in the DGSOM

$X + X' + Y =$  Total Negotiated Salary (TNS)

$X + X' + Y + Z =$  Total Compensation

# Funding Sources to Support Faculty Salaries

- 19900 – State FTE
- Contracts & Grants
- Clinical Income
- Various Donors & Endowments
- Sales & Service Funds
- Chair's or Dean's Office Commitments
- Consulting
- Miscellaneous. Examples:
  - Service on a campus committee (ARC, IRB, etc)
  - Teaching a class in another department

# Other Concepts Associated with Faculty Salaries

- Covering their Obligations (salary + benefits + taxes)
- State FTE – 19900
  - Must always be paid as part of the Base (X) – Earn Code HSR
  - Regular Professorial Series
    - DOM currently has 66 State FTE slots (2022)
  - 19900 Benefits are currently capped at \$17,070/FTE
    - See [19900 FTE Calculation sheet](#) (Class 9)
- Academic Enrichment
- Salary Savings
- Annual Salary Negotiations

# DGSOM Dean's Office Mission

- Faculty with 19900 FTE:
  - Max 85% Research and 15% Teaching/Other
- Faculty without 19900 FTE:
  - Max 90% Research and 10% Teaching/Other
- Exceptions to Policy
  - Provided on a year-to-year basis only
  - If approved, allows a 5% increase to Research effort for each of the categories above

# Considerations when Updating Faculty Funding

- Do they have 19900, and if so, how much funding is available to cover the base (X)?
- If increasing effort on C&G funds, what funding source is being reduced?
  - If the faculty has a part-time appt, is there enough effort available to increase C&G effort?
  - Does the faculty have enough research effort available (as per the Dean's Office policy - see Slide 7)?
- If decreasing effort on C&G funds, what funding source is being increased?
  - Will this affect the faculty's ability to cover their obligations?
  - Will this affect the faculty's potential Z payment?
  - Does the faculty have enough clinical activity to increase salary on a comp plan fund?
  - Does the faculty have a commitment from the Department to guarantee their salary?



# RPNI – UCRP Supplemental Assessment Interest

- What is it: An assessment for the STIP Note and External Financing that covers debt service on advances made to UCRP in April 2011, July 2011, July 2014, and Dec 2015, and advances during FY17 and FY18.
- Applied to Non-Federal funding sources only
  - FY23 assessment: 0.30%
  - FY24 assessment: 0.59%

# UCPath Known Issues, Hints & Tips

# UCPath – Cap Gap

- **Cap Gap Definition:** The difference between the capped salary rate (e.g. NIH \$203,700/yr) and the total negotiated salary rate that an employee receives. The Cap Gap typically must be charged to an unrestricted fund.

# UCPath – Cap Gap

- The Over-The-Cap (OTC) rate can appear on non- contract & grants funds if the individual's distribution was not entered correctly in UCPath.
  - There is no % Effort associated with OTC-Y lines
  - This is UNALLOWABLE and needs to be corrected
  - **OTC Indicator field:**
    - **For Capped funds:** MUST be Y-xxx
    - **For all other Contract & Grant funds:** Must be blank
    - **N-xxx:** Must be reserved for unrestricted funds only!
- **For 19900** – the OTC can only be paid on the base (X) salary earn code **HSR**

# Issue with Funding Entry Inquiry for MCOP Faculty: Compensation Data Snapshot is inaccurate! \*Use Funding Entry for accurate MCOP salary breakdown.

- Funding **Entry** MCOP\*

- Funding Entry **Inquiry** MCOP

Empl ID: [REDACTED] Empl Rcd: 0 [REDACTED]  
 Position Number: 40063183 ADJ PROF-HCOMP  
 Fiscal Year: 2021 Budget Begin Date: 07/01/2020 Budget End Date: 06/30/2021

**Compensation Data Snapshot** Find | View All First 1 of 1 Last

As of Date: 05/01/2020 Eff Seq: 0  
 Salary Plan: **APU3** Comp Freq: UC 12/12 - FY  
 Salary Grade: 1 FTE: 1.000000  
 Step: 6

Pay Component	Ern Cd	Monthly	Annual	Percentage
X	HSR	\$13,458.33	\$161,500.000000	73.409091
X'	HSP	\$4,041.67	\$48,500.000000	22.045455
Y	HSN	\$833.33	\$10,000.000000	4.545454
Total UC Salary		\$18,333.33	\$220,000.000000	100.000000

Empl ID: [REDACTED] Empl Rcd: 0 [REDACTED]  
 Position Number: 40063183 ADJ PROF-HCOMP  
 Fiscal Year: 2021 Budget Begin Date: 07/01/2020 Budget End Date: 06/30/2021

**Compensation Data Snapshot** Find | View All First 1 of 1 Last

As of Date: 05/01/2020 Eff Seq: 0  
 Salary Plan: **APU7** Comp Freq: UC 12/12 - FY  
 Salary Grade: 3 FTE: 1.000000  
 Step: 3

Pay Component	Ern Cd	Monthly	Annual	Percentage
X	HSR	\$7,141.67	\$85,700.000000	55.541154
X'	HSP	\$5,716.67	\$68,600.000000	44.458846
Total UC Salary		\$12,858.33	\$154,300.000000	100.000000

**BOOKMARKS** Ask UCPath

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PeopleSoft - Funding Entry ✎ 🗑

PeopleSoft - Funding Entry ~~Inquiry~~ ✎ 🗑

# UCPath Issues – Salary Caps

- Pay Rate on ledger and the Salary Cap
  - Sometimes the Pay Rate shown on the ledger is a rate above the cap, but if you do the math, the Gross Earnings amount is based on cap.
  - How to determine if the Salary Cap rate was used?
    - Multiply the % paid by the capped rate listed in UCPath, and compare against Gross Earnings.

# UCPath Live Demonstration

## Links from Today's Class

- UCOP Academic Salary Scales
  - <https://www.ucop.edu/academic-personnel-programs/compensation/>
- UCLA DOM ORA UCPath Resources
  - <https://medschool.ucla.edu/research/researcher-resources/administrative-support/department-of-medicine-office-of-research-administration/post-award/uc-path>
- UCLA UCPath Resource Center
  - <https://cru.ucla.edu/>



# Survey Link

<http://goo.gl/forms/C3gdjsL5y1>

We appreciate if you would take a few moments to complete a short 7 question anonymous survey to help us improve your training experience. Thank you!