

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: MCOP = Multiple Components of Pay

- **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 7 (Multiplier 1.80)
 - **BSCP** = Scale 3 (Multiplier 1.30)
 - 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

Potential 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

- State FTE – 19900
 - Must always be paid as part of the Base (X) – Earn Code HSR
 - Regular Professorial Series
 - DOM currently has 73.5 State FTE slots (2023)
 - 19900 Benefits are currently capped at \$17,070/FTE
 - See [19900 FTE Calculation sheet](#) (Class 9)
- Academic Enrichment
- Salary Savings
- Annual Salary Negotiations
- Annual DOM Faculty Salary Letters
- TNS Firm

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 bring their total research effort below the % listed in their DOM Faculty Salary Letter?
 - Will this affect the faculty's potential Z payment?
 - Does the faculty have a commitment from the Department to guarantee their salary?

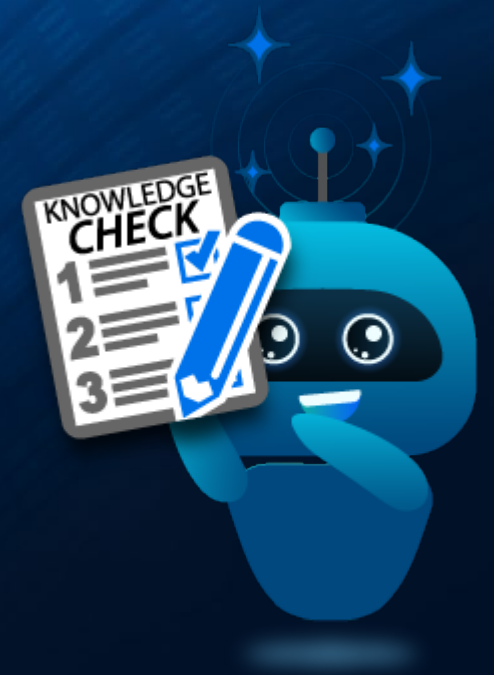
UCPath – Understanding the Cap Gap

- **Cap Gap Definition:** The difference between the capped salary rate (e.g. NIH \$221,900/yr) and the total negotiated salary rate that an employee receives. The Cap Gap typically must be charged to an unrestricted fund.
- Live Example/Walk-Through

UCPath - Understanding the Cap Gap

- There is no % Effort associated with OTC-Y lines
- **OTC Indicator field:**
 - **For Capped funds:** MUST be N-xxx
 - **For all other Contract & Grant funds:** Must be blank
 - **Y-xxx:** Must be reserved for unrestricted funds only!
- **For 19900** – the OTC can only be paid on the base (X) salary earn code **HSR**

Knowledge Check



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/research-infrastructure/administrative-support/department-of-medicine-office-of-research/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!