Summer Session 2014
Instructor of Record
Professor, Lecturer, and Associate-In

Payroll/PPS Instructions
Andrea Olaguer, Summer Session, x25064
Mary Baran, Academic Personnel, x23748
Becky Burrola, Office of Graduate Studies, x43727
Linda Vong, Office of Graduate Studies, x46562

New for Summer 2014:
• Appointment Letter Summary Box Format
• Second Enrollment Snapshot for Contingent Agreements
• Payroll (PPS) Entry Worksheet with Snapshot 1 and 2

5/2/14
Payroll/PPS Entry Flow Chart

STARTING FEBRUARY

Instructor Accepts Appointment

MARCH

Summer Session Provides Departments/Programs with New Hire Payroll Worksheet

APRIL

Summer Session Assigns Instructor at the Schedule of Classes

JUNE/JULY

Summer Session Provides Departments/Programs with Preliminary Payroll Worksheets for 1st/2nd Paydate

Departments/Programs Notify Summer Session of any Instructor Status Changes

Departments/Programs Have Option to Make PPS Entries Early

Summer Session Provides Departments/Programs with Final Payroll Worksheets for 1st/2nd Paydate

Departments/Programs Make Timekeeping Entries by Deadlines

JULY/AUGUST

Departments/Programs Make PPS Entries by Deadlines

Instructor Paid on 1st/2nd Paydate

Departments/Programs Make Final PPS Entries and Adjustments

Summer Session Audits Payroll

OCTOBER/NOVEMBER

Summer Session Closes Payroll Reporting

LEGEND:
- Instructor
- Summer Session
- Department/Program
Summer Session 2014 Paydates

• SUMMER SESSION TERM       June 16 – September 6

• SESSION I             June 30 – August 2     (August 1 Paydate)

• SESSION II           August 4 – September 6    (August 29 Paydate)

SPECIAL SESSION DATES AND PAYDATES

AUGUST 1 PAYDATE

<table>
<thead>
<tr>
<th>Starts</th>
<th>Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 30</td>
<td>July 19</td>
</tr>
</tbody>
</table>

AUGUST 29 PAYDATE

<table>
<thead>
<tr>
<th>Starts</th>
<th>Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 30</td>
<td>August 23</td>
</tr>
<tr>
<td>June 30</td>
<td>September 6</td>
</tr>
<tr>
<td>July 21</td>
<td>August 9</td>
</tr>
<tr>
<td>August 11</td>
<td>August 30</td>
</tr>
</tbody>
</table>
2014 Summer Session Payroll Highlights

Instructor Enrollment Bonus Guidelines

• Courses with enrollment of 1 – 50 students do not qualify for a bonus.
• Courses with enrollment from 51 – 200 are calculated at $20 per student, Example: (62 students = 12 enrollments X $20) = $240.
• Each enrollment from 201+ is calculated at $10 per student with no maximum, Example: (220 students = 150 enrollments X $20) = $3,000 and (20 enrollments X $10) = $200; total bonus = $3,200

PPS Sub Categories

• Instructor of Record will be paid on Sub 0: no timekeeping required.

Appointment Type

**Instructor of Record**: Professor series, Lecturer, Recall, Adjunct, Visiting [NOT Associate-In, see below]

• Appointment dates must reflect the entire Summer Session term:
  06/16/14 - 09/06/14

• Distribution dates must reflect one of two pay periods:
  07/01/14 - 07/31/14 or 08/01/14 - 08/31/14

**PAN Comments** must include the actual course dates, the course salary, and bonus payment

**Instructor of Record  Associate-In, title code 1506 Only**

• Appointment dates must reflect one of two Summer Session dates:
  06/30/14 - 08/02/14 or 08/01/14 - 09/06/14

• Distribution dates must reflect one of two pay periods:
  07/01/14 - 07/31/14 or 08/01/14 - 08/31/14

**PAN Comments** must include the actual course dates, the course salary, and bonus payment
Summer Session Payroll Worksheets and Guidelines:

• Payroll Worksheets for data entry into PPS are provided to departments by Summer Session with detailed appointment information including; rates, session dates, title, pay date, index numbers, sub, etc. Please copy Summer Session, summer-payroll@ucsd.edu with your PANs.

• Summer Session instructors are charged to the department’s specific Summer Session index number. Contact Summer Session if you don’t know your account number. The fund# to use is 20290A.

• For late or missed payroll entries after September, please call the Summer Session Business Affairs Manager, x25064, for approval before submitting payroll. Summer Session closes payroll reporting in October. Late payroll adjustments are accepted in September for the October 1 paydate.

• Instructors whose courses overlap monthly pay dates will be paid only once. The pay date is within one week of the end of the course. The date can be before or after the last day of the class.

Example: An instructor’s special session course starts on June 30 and ends August 23: the pay date is August 29.

• Summer Session appointment percentages:
  
  50% for teaching one course during a session.
  100% for teaching two courses in the same session.
DOS Codes

**SSC**
Use only for UC ladder rank faculty (Professor series, Lecturer with Security or Potential Security of Employment series)

- Ladder rank faculty eligible for special summer DCP Contribution.
- Not UCRP covered compensation.
- Not benefits eligible.

**SST**
Use for all non-ladder rank instructors including: Lecturer in Summer Session (title code 1550), Visiting Professor, Emeriti, Adjunct Professor

- Non-ladder rank faculty not eligible for special summer DCP Contribution.
- Not UCRP covered compensation.
- Not benefits eligible.

**SST**
Use for Associate-In (Title code 1506)

- Associate-In eligible for special summer DCP Contribution.
- Not UCRP covered compensation.
- Not benefits eligible.
DATA ENTRY GUIDELINES FOR INSTRUCTOR OF RECORD

PLEASE NOTE: Instructors who teach both sessions 1 and 2 are not separated between sessions

1. Log into PPS
2. Choose a PPS screen or bundle to navigate through screens:
   ➢ EAPC for instructors with an active appointment
   ➢ RHIR for rehiring instructors who have been separated in PPS
   ➢ HIRE for new hires
3. Enter EAPC, RHIR, or HIRE in the “Next Func” field along with either the employee ID number or name
4. Go to the “command line” and type “Add A” then press Enter key

Special Note on Benefits: The BELI code on the EPER screen is changed to 5 to stop benefits in these situations:
• Lecturers and instructors with appointment that ends on 6/30 or before
• When completing the HIRE or RHIR bundle
• Graduate students (Associate-In) are not eligible for benefits

Appointment Line for SALARY and BONUS (if applicable)

<table>
<thead>
<tr>
<th>Type</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basis</td>
<td>(leave blank)</td>
</tr>
<tr>
<td>Pd Ovr</td>
<td>(leave blank)</td>
</tr>
<tr>
<td>Appt Begin</td>
<td>All sessions: June 16</td>
</tr>
<tr>
<td>Appt End</td>
<td>All sessions: September 6</td>
</tr>
<tr>
<td>Dept</td>
<td>6-digit department code</td>
</tr>
<tr>
<td>Title</td>
<td>Enter title code from payroll worksheet</td>
</tr>
<tr>
<td>% Full</td>
<td>Enter percentage of time: use 50% for one course per session or 100% for two courses per session</td>
</tr>
<tr>
<td>F/V</td>
<td>F (fixed)</td>
</tr>
<tr>
<td>Annually</td>
<td>Enter total Summer Session compensation (salary + applicable bonus or stipend)</td>
</tr>
<tr>
<td>Rt</td>
<td>B (By-agreement)</td>
</tr>
<tr>
<td>Sch</td>
<td>MO (Monthly)</td>
</tr>
<tr>
<td>Time</td>
<td>N (no time sheet produced, not necessary)</td>
</tr>
<tr>
<td>Lv</td>
<td>N (No Leave Accrual)</td>
</tr>
</tbody>
</table>
DATA ENTRY GUIDELINES FOR INSTRUCTOR OF RECORD CONTINUED

**Distribution Line for BASE SALARY**

<table>
<thead>
<tr>
<th>Index</th>
<th>Your index (funding source 20290A)</th>
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<tbody>
<tr>
<td>Sub</td>
<td>0</td>
</tr>
<tr>
<td>Dist %</td>
<td>(leave blank)</td>
</tr>
</tbody>
</table>

Pay Begin:
- Session 1: **July 1**
- Session 2: **August 1**
- Special Session: **June 16**

Pay End:
- Session 1: **July 31**
- Session 2: **August 31**
- Special Session: **September 6**

Rate/Amt: Enter course salary amount only from payroll worksheet

DOS code: **SSC** for ladder rank faculty and LSOE; **SST** for lecturers (title code 1550), visiting or emeriti faculty, Graduate Students as Associate-In

**Distribution Line for BONUSES and MENTOR STIPENDS (if applicable)**

<table>
<thead>
<tr>
<th>Index</th>
<th>Your index (funding source 20290A)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub</td>
<td>0</td>
</tr>
<tr>
<td>Dist %</td>
<td>(leave blank)</td>
</tr>
</tbody>
</table>

Pay Begin:
- Session 1: **July 1**
- Session 2: **August 1**

Pay End:
- Session 1: **July 31**
- Session 2: **August 31**

Rate/Amt: Enter bonus or mentor stipend amount only from payroll worksheet

DOS code: **SSC** for ladder rank faculty and LSOE; **SST** for lecturers (title code 1550), visiting or emeriti faculty, Graduate Students as Associate-In

5. Press F5 to update the transaction, then F10 to enter comments. Comments are required before PPS will allow you to update your action.

   Suggested PAN comments: “Appt to teach (List Course Name) in Summer (Session 1, Session 2, or Special Session). One-time by-agreement payment on (Paydate). Base salary _____, Bonus amount ______.”

6. Once you have added your comments, press F5 to complete the transaction.

Note: Pages 15-18 (August 1 Paydate), and 23-26 (August 29 Paydate), show several examples of payroll screen shots. Pages 27-29 offer several ways to correct errors.
MONTHLY PAYROLL TIMETABLE
SUMMER SESSION 2014

JUNE
6 1st Enrollment Snapshot for 1st Session and Special Session to determine salary type (Full or Contingent)
11 Last day for Summer Session to cancel Session 1 courses for low enrollment (less than 10)
16 Start of Special Session
30 Start of Session 1

JULY
3 1st Enrollment Snapshot for 2nd Session to determine salary type (Full or Contingent)
4 HOLIDAY – Campus Closed
7 2nd Enrollment Snapshot for 1st and Special Sessions to finalize salary type (Full or Contingent)
Determine Enrollment Bonuses for 1st and Special Sessions
8 Last day for Summer Session to cancel Session 2 courses for low enrollment (less than 10)
23 Deadline for Timekeeping entries for August 1 paydate
24 Deadline for PPS entries for August 1 paydate

AUGUST
1 1st Summer Session Paydate
2 End of Session 1
4 Start of Session 2
5 Session 1 separation date for visiting instructors not holding any other appointment
8 2nd Enrollment Snapshot for 2nd Session to finalize salary type
Determine Enrollment Bonuses for 2nd Session
20 Deadline for Timekeeping entries for August 29 paydate
21 Deadline for PPS entries for August 29 paydate
29 2nd Summer Session Paydate

SEPTEMBER
1 HOLIDAY – Campus Closed
6 End of Session 2
9 Session 2 separation date for visiting instructors not holding any other appointment
19 End of Special Session
23 Deadline for Timekeeping entries for October 1 paydate
24 Deadline for PPS entries for October 1 paydate (for late/missed payments or pay adjustments)

OCTOBER
1 Final Summer Session 2014 Paydate
New Procedure for Contingent Salary Effective Summer 2014

Previously – One Snapshot - approximately three weeks before the start of a session, enrollment is reported per course. If the course enrollment is 15 or more, instructor salary is “Full”. If enrollment is 14 or less, the course salary is “Contingent”. If enrollment increased or decreased after the date, the Full or Contingent salary did not change.

Effective Summer 2014 – Two Snapshots will be reported.  
First snapshot will remain approximately three weeks before the start of a session. For a few courses with 14 or less enrolled, a second snapshot has been added to benefit faculty if enrollment in their course increases. The second snapshot is the end of the first week of the session. If enrollment is more than the first snapshot, the instructor will be paid the higher contingent amount, not to exceed their full course salary, or paid a full course salary if enrollments increase to 15 or more.

Note: If enrollment on the 2nd snapshot date decreased from enrollment reported on the 1st snapshot date, the instructor’s salary will not be reduced.

Following are examples of the new appointment letter format which references the new procedure for calculating the course salary.
Samples

Appointment Letter – 1\textsuperscript{st} Session

PPS Worksheet for 1\textsuperscript{st} Paydate – 08/01/14

PPS Screen Shots - Preliminary and Final
In addition to the 8.5% of your annual salary used to determine your per course (4 unit) compensation, the University policy for summer compensation also has a teaching salary cap. The maximum compensation allowed for teaching a Summer Session course is $33% (or 33/4) of an instructor's academic-year salary for all activities engaged in during the three-month summer period. This includes any teaching bonuses awarded based on enrollment, lab, lecture, mentoring, or other bonus. It is the faculty member's responsibility to ensure that their combined research, teaching, and other courses of summer salary do not exceed the limit. Summer Session will monitor your summer appointments to ensure you do not exceed the maximum.

The terms and conditions of your appointment are set forth in the Memorandum of Understanding between the University of California and the American Federation of Teachers, Non-Senatorial Instructional Unit. The agreement can be retrieved at http://hr.ucop.edu/forms/governance/contract/pdf/afte2010contract.pdf.

Summer Session compensation is subject to state and federal taxes and all other deductions as required by law and University regulations. All offers of appointment are contingent upon documentation of employment eligibility in compliance with the Immigration Reform and Control Act of 1986. This appointment is subject to all rates and regulations of the University of California and UCSD.

Beginning March 20, 2014, information regarding course scheduling such as the days, times, and location of your course can be viewed at http://jiffylink.ucsd.edu/. Students begin enrolling in courses on April 14, 2014.

Please accept the terms of this appointment within 10 days of this letter by replying to this email with the following statement:

"I, [Your Name], accept the terms of the appointment letter dated February 10, 2014 to teach PSYC 145.

Date: ____________________________"

The 2014 Summer Session Guidebook containing the policies and procedures pertaining to summer instruction is also attached for your reference. If you need to purchase course-related materials, please contact your academic department for purchasing guidelines.

If you have questions, please contact Andrea Chiguau at (858) 560-982 or Summer_Counselor@ucsd.edu. I hope you have a pleasant and rewarding summer.

Becky Ams, Director
(858) 560-7074
bams@ucsd.edu
http://summersession.ucsd.edu

cc: Department Chair/Program Director, MA
A new salary policy was created for Summer 2014 to benefit instructors of courses with enrollments less than 15. The new procedure adds a 2nd enrollment snapshot taken at the 100% refund deadline. If on the 1st snapshot date, the enrollment is 14 or less, the instructor will be offered a contingent salary based on a per student contingent rate. If the enrollment on the 2nd snapshot date increases, the instructor will be paid the higher contingent amount, not to exceed their full course salary. The contingent salary amount will not decrease if enrollment decreases. If enrollment on the 2nd snapshot date increases to 15 or more, the instructor will be paid a full course salary.

The purpose of the preliminary worksheet is to allow academic departments and programs to make their PPS entries early. The worksheet includes an applicable lab bonus amounts. The worksheet only includes enrollment taken on the 1st snapshot date. Please note the course salary may increase once the 2nd snapshot is taken (it will not decrease). Also, the worksheet does not include eligible enrollment bonuses, since they are not calculated until after the 100% refund deadline.

### Preliminary Worksheet for 8/1/14 Paydate

**Date:** 06/10/14

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Faculty Type</th>
<th>Code</th>
<th>Title</th>
<th>Code</th>
<th>DOS Code</th>
<th>Appt Begins</th>
<th>Appt Ends</th>
<th>Session</th>
<th>CourseID</th>
<th>Units</th>
<th>Annual Salary</th>
<th>Salary Pct</th>
<th>Enr-1st Snapshot</th>
<th>Enr-2nd Ans</th>
<th>F or C</th>
<th>Enr-Bonus</th>
<th>PSCR</th>
<th>Paydate Begins</th>
<th>Paydate Ends</th>
<th>Course Salary</th>
<th>Lab Bonus</th>
<th>Enr Bonus</th>
<th>Total Salary (U,V,W)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Triton</td>
<td>Luke</td>
<td>Gradstud</td>
<td>1506</td>
<td>SST</td>
<td>06/30/14</td>
<td>08/02/14</td>
<td>1st</td>
<td>PSYC1</td>
<td>4</td>
<td>$43,856</td>
<td>0.085</td>
<td>$16 F</td>
<td>07/06/14</td>
<td>07/07/14</td>
<td>$400</td>
<td>$07/01/14</td>
<td>07/31/14</td>
<td>$0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smith</td>
<td>Joseph</td>
<td>LRF</td>
<td>1103</td>
<td>SCC</td>
<td>06/16/14</td>
<td>09/06/14</td>
<td>1st</td>
<td>PSYC1</td>
<td>4</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>07/06/14</td>
<td>07/07/14</td>
<td>$0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jones</td>
<td>Jake</td>
<td>LNSF</td>
<td>1550</td>
<td>SST</td>
<td>06/16/14</td>
<td>09/06/14</td>
<td>1st</td>
<td>PSYC145</td>
<td>4</td>
<td>$47,584</td>
<td>0.085</td>
<td>7 C</td>
<td>07/06/14</td>
<td>07/07/14</td>
<td>$400</td>
<td>$07/01/14</td>
<td>07/31/14</td>
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</tr>
<tr>
<td>Stone</td>
<td>Sandra</td>
<td>LRF</td>
<td>1103</td>
<td>SCC</td>
<td>06/16/14</td>
<td>09/06/14</td>
<td>1st</td>
<td>PSYC132</td>
<td>4</td>
<td>$88,000</td>
<td>0.085</td>
<td>14 C</td>
<td>07/06/14</td>
<td>07/07/14</td>
<td>$400</td>
<td>$07/01/14</td>
<td>07/31/14</td>
<td>$0</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Notes:

1. Luke Triton: He is a Summer Graduate Teaching Scholar (SGTS) awardee. He will be paid a separate $1,200 stipend from Office of Graduate Studies (OGS) in addition to his full course salary.
2. Joseph Smith: He is Luke's mentor and will be paid a $500 stipend. Please immediately contact Andrea, x25064 if the stipend is to be recharged to a research account for the instructor's use.
A new salary policy was created for Summer 2014 to benefit instructors of courses with enrollments less than 15. The new procedure adds a 2nd enrollment snapshot taken at the 100% refund deadline. If on the 1st snapshot date, the enrollment is 14 or less, the instructor will be offered a contingent salary based on a per student contingent rate. If the enrollment on the 2nd snapshot date increases, the instructor will be paid the higher contingent amount, not to exceed their full course salary. The contingent salary amount will not decrease if enrollment decreases. If enrollment on the 2nd snapshot date increases to 15 or more, the instructor will be paid a full course salary.

The final worksheet includes enrollment taken on the 2nd snapshot date. If the enrollment increases from the 1st snapshot date, the instructor will be paid a higher contingent amount, not to exceed their full course salary. If enrollment increases to 15 or more, the instructor will be paid a full course salary.

### Table: Salary Policy Details

<table>
<thead>
<tr>
<th>Column C: Faculty Type</th>
<th>Column E: DOS Code</th>
<th>Column L: Salary Pct</th>
<th>Column R: PSCR</th>
<th>Column V: Lab Bonus</th>
</tr>
</thead>
<tbody>
<tr>
<td>LRF=Ladder Rank Faculty</td>
<td>SSC=All LRF and LSOE/LPSOE</td>
<td>2 units=4.25%</td>
<td>PSCR=Per Student Contingent Rate</td>
<td>Lab Bonus=Course Salary x .875</td>
</tr>
<tr>
<td>LNSF=Lecture NSF</td>
<td>SST-All other faculty</td>
<td>3-11 units=8.5%</td>
<td>($100 per unit)</td>
<td></td>
</tr>
<tr>
<td>LSOE=Lecture Security of Employment</td>
<td>VisLect=Visiting Lecturer</td>
<td>12 units=25.5%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VisProf=Visiting Professor</td>
<td>GradStud=Associate-In</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emer=Emeriti</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Notes:
1. Luke Triton: Though the enrollment decreases to less than 15 on the 2nd snapshot date, the instructor’s salary is not reduced.
2. Jake Jones: Enrollment increases on the 2nd snapshot date. The instructor will be paid a higher contingent amount, not to exceed their full course salary.
3. Sandra Stone: Enrollment increases on the 2nd snapshot date to more than 15. The instructor will pay a full course salary, not a contingent amount.
**Title Code 1506 – Associate-In; Summer Session I, 06/30/14-08/02/14 (Paydate: 08/01/14)**

<table>
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<tr>
<th>ID: 012345678</th>
<th>Name: TRITON, LUKE</th>
<th>Emp Stat: A</th>
<th>Pri Pay: MO</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAF Gen No: 120</td>
<td>Stu/Reg: _</td>
<td>Page 1 of 4</td>
<td></td>
</tr>
<tr>
<td>Appt Actions Pgm</td>
<td>Typ Bas Pd Ovr</td>
<td>Title</td>
<td>Grade %</td>
</tr>
<tr>
<td>10</td>
<td>A 5</td>
<td>ASSOCIATE IN</td>
<td>.50</td>
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<table>
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<th>FTE</th>
<th>Dis %</th>
<th>PayBeg</th>
<th>PayEnd</th>
<th>Step OA</th>
<th>Rate/Amt</th>
<th>DOS</th>
<th>PRQ</th>
<th>D W</th>
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<tbody>
<tr>
<td>11</td>
<td>MYFUND</td>
<td>20290A</td>
<td>0</td>
<td>______</td>
<td>070114</td>
<td>073114</td>
<td>______</td>
<td>3728.00</td>
<td>SST</td>
<td>___</td>
<td>___</td>
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<tr>
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<td></td>
</tr>
</tbody>
</table>

**PAN Comments**

ASSOCIATE IN, 50%, 1st Session
Course Dates: 06/30/14 – 08/02/14
Course Salary: $3,728.00
Sue x41122
Title Code 1103 – Professor; Summer Session I, 06/30/14-08/02/14 (Paydate: 08/01/14)

PPEAPCO-E1595  SD EDB Entry/Update  05/04/10 14:51:57
04/26/10 22:19:18  Appts./Distributions-Condense  Userid: SDAPORWY
ID: 000300001  Name: SMITH, JOSEPH  Emp Stat: A  Pri Pay: MO
PAF Gen No: 120  Stu/Reg:  Page 1 of 4
Adpt Actions Pgm Typ Bas Pd Ovr Adpt Begin Adpt End Dur Dept FLSA
40 5 09 09 061614 090614 000224
Title  Grade %Full F/V Ann/Hr Rate Rt Sch Time Lvl
1103  PROFESSOR- ACAD YR-1/9TH

Dist No
Actions Index Fund Sub FTE Dis % PayBeg PayEnd Step OA Rate/Amt DOS PRQ D W
41  DDDDXXX 20290A 070114 073114 500.00 SSC

Next Func:  ID:  Name: ________ SSN: __________

PAN Comments

Professor, 50%, 1st Session
Course Dates: 06/30/14-08/02/14
Faculty Mentor Payment: $500
Sue x41122
Title Code 1550 – Lecturer NSF; Summer Session I, 06/30/14-08/02/14 (Paydate: 08/01/14)

Lecturer NSF, 50%, 1st Session
Course Dates: 06/30/14 – 08/02/14
Course Payment: $4,000 (Contingent, 10 students x $400)
Sue x41122

PAN Comments
PPEAPCB-E1595  SD EDB Entry/Update  05/04/10 14:51:57
04/26/10 22:19:18  Apts./Distributions-Condense  Userid: SDAPORWY
ID: 00010000  Name: SMITH, SUMMER  Emp Stat: A  Pri Pay: MO
PAF Gen No: 120  Stu/Reg:  Page 1 of 4
Appt Actions Pgm Typ Bas Pd Ovr Appt Begin Appt End Dur Dept FLSA
30  A  5  09  09  061614  090614  000207
Title  Grade %Full F/V Ann/Hr Rate Rt Sch Time Lvl
1103  PROFESSOR-ACAD YR-1/9

Dist No
Actions Index Fund Sub FTE Dis % PayBeg PayEnd Step OA Rate/Amt DOS PRQ D W
31  THEXXXX  20290A  4  070114  073114  7480.00  SSC

Next Func:  ID:  Name:  SSN:  

PAN Comments

Professor, 50%, 1st Session
Course Dates: 06/30/14 – 08/02/14
Course Payment: $7,480
Sue x41122
Samples

Appointment Letter – 2\textsuperscript{nd} Session

PPS Worksheet for 2\textsuperscript{nd} Paydate – 08/29/14

PPS Screen Shots - Preliminary and Final
February 10, 2014
Ben Hill
Psychology

SUBJECT: 2014 Summer Session Appointment

I am pleased to confirm your appointment to teach in the 2014 Summer Session at the University of California, San Diego. You are assigned to teach the following course in Special Session: PSYC199, Brain Damage and Mental Function, 4 Units. The period for which you are appointed is 06/09/14 to 08/09/14.

Normal compensation for the 4-unit course summer session is 90% of your nine-month UCSD teaching salary as of June 30, 2014, to a maximum of $10,000, excluding any bonuses. Compensation per course is calculated by student enrollment. Summer Session takes two snapshots of enrollment to calculate your salary at the highest amount.

Your salary will be calculated as follows:

**First Enrollment Snapshot: 07/03/14**
- If enrollments are 15 or greater you will be paid the full course salary of $7,472.
- If enrollment is 14 or fewer you will be paid at a contingent rate of $400 per student, not to exceed $7,472.

**Cancellation of Appointment: 07/07/14**
- If you want to cancel your teaching appointment, please contact your department Chair by 06/09/14. The department will contact Summer Session to decide if a new instructor can be assigned. If the course will be canceled.
- If enrollments fewer than 10 students on 07/06/14, Summer Session reserves the rights to cancel the course and your appointment to teach this course. You will be notified by Summer Session by 07/07/14 if your course is canceled due to low enrollment.

**Second Enrollment Snapshot: 08/08/14**
- If enrollment has increased from the 07/03/14 snapshot, your salary will increase $400 per student up to your maximum of $7,472.

**Enrollment Bonus: 08/08/14**
- Additionally, you may be paid a bonus if enrollments in your course on 08/08/14 exceed 60 students; a $20 bonus per student may be paid for enrollments 61-200 and a $10 bonus per student may be paid for enrollments above 200.

In addition to the 9.6% of your annual salary used to determine your per course (4-unit) compensation, the University policy for summer compensation also has a total maximum compensation allowed for teaching Summer Session. The maximum is 33% (or 3/9) of an instructor’s academic year salary for all activities engaged in during the three-month summer period. This includes any teaching bonuses awarded based on enrollment, lab bonuses, mentoring, or any other bonus. It is the faculty member’s responsibility to ensure that their combined research, teaching, and other sources of summer salary do not exceed the limit. Summer Session will monitor your summer appointments to ensure you do not exceed the maximum.

The relevant compensation policies for summer teaching are set forth in PPM 886, 961, and 662, as well as PPM 236-43. Summer Session compensation is subject to state and federal taxes and all other deductions as required by law and University regulations. All offers of appointment are contingent upon documentation of employment eligibility in compliance with the Immigration Reform and Control Act of 1986. This appointment is subject to all rules and regulations of the University of California and UCSD.

Beginning March 20, 2014, information regarding course scheduling such as the days, times, and location of your course can be viewed at http://scheduling.ucsd.edu. Students begin enrolling in courses on April 14, 2014.

Please accept the terms of this appointment within 10 days of this letter by replying to this email with the following statement:

"I, Ben Hill, accept the terms of the appointment letter dated February 10, 2014 to teach PSYC199.
Date: ____________"

The 2014 Summer Session Guidebook containing the policies and procedures pertaining to summer instruction is also attached for your reference. If you need to purchase course-related materials, please contact your academic department for purchasing guidelines.

If you have questions, please contact Andrea Olaquen at (619) 520-8044 or summer.paurol@ucsd.edu. I hope you have a pleasant and rewarding summer.

Becky Arte, Director
(619) 543-7074
bearte@ucsd.edu
http://summersession.ucsd.edu

cc: Department Chair/Program Director, MSO
A new salary policy was created for Summer 2014 to benefit instructors of courses with enrollments less than 15. The new procedure adds a 2nd enrollment snapshot taken at the 100% refund deadline. If on the 1st snapshot date, the enrollment is 14 or less, the instructor will be offered a contingent salary based on a per student contingent rate. If the enrollment on the 2nd snapshot date increases, the instructor will be paid the higher contingent amount, not to exceed their full course salary. The contingent salary amount will not decrease if enrollment decreases. If enrollment on the 2nd snapshot date increases to 15 or more, the instructor will be paid a full course salary.

The purpose of the preliminary worksheet is to allow academic departments and programs to make their PPS entries early. The worksheet includes an applicable lab bonus amounts. The worksheet only includes enrollment taken the 1st snapshot date. Please note the course salary may increase once the 2nd snapshot is taken (it will not decrease). Also, the worksheet does not include eligible enrollment bonuses, since they are not calculated until after the 100% refund deadline.

---

### Preliminary Worksheet for 8/29/14 Paydate

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Faculty Type</th>
<th>Title Code</th>
<th>DOS Code</th>
<th>Appt Begins</th>
<th>Appt Ends</th>
<th>Session</th>
<th>CourseID</th>
<th>Units</th>
<th>Annual Salary</th>
<th>Salary Pct</th>
<th>Enr-1st Snapshot</th>
<th>F or C</th>
<th>Enr-2nd Snapshot</th>
<th>F or C</th>
<th>Enr Bonus Calc Date</th>
<th>PSCR</th>
<th>Paydate Begins</th>
<th>Paydate Ends</th>
<th>Course Salary</th>
<th>Lab Bonus</th>
<th>Enr Bonus</th>
<th>Total Salary (U,V,W)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith</td>
<td>Summer</td>
<td>Emer</td>
<td>1700</td>
<td>SST</td>
<td>06/16/14</td>
<td>09/06/14</td>
<td>2nd</td>
<td>PSYC138</td>
<td>4</td>
<td>$142,000</td>
<td>0.085</td>
<td>21</td>
<td>F</td>
<td>08/01/14</td>
<td>08/31/14</td>
<td>$0</td>
<td>$400</td>
<td>08/01/14</td>
<td>08/31/14</td>
<td>0</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sessions</td>
<td>Mark</td>
<td>LSOE</td>
<td>1608</td>
<td>SSC</td>
<td>06/16/14</td>
<td>09/06/14</td>
<td>2nd</td>
<td>PSYC6</td>
<td>4</td>
<td>$60,732</td>
<td>0.085</td>
<td>38</td>
<td>F</td>
<td>08/01/14</td>
<td>08/31/14</td>
<td>$0</td>
<td>$400</td>
<td>08/01/14</td>
<td>08/31/14</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
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<td>Mark</td>
<td>LSOE</td>
<td>1608</td>
<td>SSC</td>
<td>06/16/14</td>
<td>09/06/14</td>
<td>2nd</td>
<td>PSYC162</td>
<td>4</td>
<td>$60,732</td>
<td>0.085</td>
<td>19</td>
<td>F</td>
<td>08/01/14</td>
<td>08/31/14</td>
<td>$0</td>
<td>$400</td>
<td>08/01/14</td>
<td>08/31/14</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>O'Toole</td>
<td>Tom</td>
<td>VisProf</td>
<td>1308</td>
<td>SST</td>
<td>06/16/14</td>
<td>09/06/14</td>
<td>Special</td>
<td>PSYC193</td>
<td>4</td>
<td>$62,500</td>
<td>0.085</td>
<td>9</td>
<td>C</td>
<td>08/01/14</td>
<td>08/31/14</td>
<td>$0</td>
<td>$400</td>
<td>08/01/14</td>
<td>08/31/14</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hill</td>
<td>Ben</td>
<td>LRF</td>
<td>1203</td>
<td>SSC</td>
<td>06/16/14</td>
<td>09/06/14</td>
<td>Special</td>
<td>PSYC169</td>
<td>4</td>
<td>$87,900</td>
<td>0.085</td>
<td>65</td>
<td>F</td>
<td>08/01/14</td>
<td>08/31/14</td>
<td>$0</td>
<td>$400</td>
<td>08/01/14</td>
<td>08/31/14</td>
<td>0</td>
<td>0</td>
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<td>0</td>
</tr>
</tbody>
</table>
A new salary policy was created for Summer 2014 to benefit instructors of courses with enrollments less than 15. The new procedure adds a 2nd enrollment snapshot taken at the 100% refund deadline. If on the 1st snapshot date, the enrollment is 14 or less, the instructor will be offered a contingent salary based on a per student contingent rate. If the enrollment on the 2nd snapshot date increases, the instructor will be paid the higher contingent amount, not to exceed their full course salary. The contingent salary amount will not decrease if enrollment decreases. If enrollment on the 2nd snapshot date increases to 15 or more, the instructor will be paid a full course salary.

The final worksheet includes enrollment taken on the 2nd snapshot date. If the enrollment increases from the 1st snapshot date, the instructor will be paid a higher contingent amount, not to exceed their full course salary. If enrollment increases to 15 or more, the instructor will be paid a full course salary.

<table>
<thead>
<tr>
<th>Faculty Type</th>
<th>Title Code</th>
<th>DOS Code</th>
<th>Appt Begins</th>
<th>Appt Ends</th>
<th>Session</th>
<th>CourseID</th>
<th>Units</th>
<th>Annual Salary</th>
<th>F or C</th>
<th>PSCR</th>
<th>Enr Bonus</th>
<th>Total Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith</td>
<td>Summer</td>
<td>Emer</td>
<td>1700</td>
<td>SST</td>
<td>06/16/14</td>
<td>09/06/14</td>
<td>2nd</td>
<td>PSYC138</td>
<td>4</td>
<td>$142,000</td>
<td>21</td>
<td>24</td>
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<tr>
<td>Sessions</td>
<td>Mark</td>
<td>LSOE</td>
<td>1608</td>
<td>SSC</td>
<td>06/16/14</td>
<td>09/06/14</td>
<td>2nd</td>
<td>PSYC6</td>
<td>4</td>
<td>$60,732</td>
<td>38</td>
<td>37</td>
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<tr>
<td>Sessions</td>
<td>Mark</td>
<td>LSOE</td>
<td>1608</td>
<td>SSC</td>
<td>06/16/14</td>
<td>09/06/14</td>
<td>2nd</td>
<td>PSYC162</td>
<td>4</td>
<td>$60,732</td>
<td>19</td>
<td>13</td>
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<tr>
<td>O'Toole</td>
<td>Tom</td>
<td>VisProf</td>
<td>1308</td>
<td>SST</td>
<td>06/16/14</td>
<td>09/06/14</td>
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<td>SSC</td>
<td>06/16/14</td>
<td>09/06/14</td>
<td>Special</td>
<td>PSYC169</td>
<td>4</td>
<td>$87,900</td>
<td>65</td>
<td>F</td>
</tr>
</tbody>
</table>

Notes:
Mark Sessions: Though enrollment on 2nd Snapshot date decreased to <15 for PSYC162, the instructor's salary is not reduced.
Tom O'Toole: Enrollment on 2nd Snapshot date increased to >15, the instructor will be paid their full course salary and not a contingent amount.
Title Code 1700 – Recall Teaching: Summer Session II; 08/04/14 – 09/06/14 (Paydate: 08/29/14)

<table>
<thead>
<tr>
<th>ID: 000110000</th>
<th>Name: SMITH, SUMMER</th>
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<tr>
<td>PAF Gen No: 120</td>
<td>Emp Stat: A</td>
</tr>
<tr>
<td>Appt: 10</td>
<td>Pri Pay: MO</td>
</tr>
<tr>
<td>Actions Pgm: A 5</td>
<td>Stu/Reg: _</td>
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<tr>
<td>Bas Pd: 09</td>
<td>Page 1 of 4</td>
</tr>
<tr>
<td>Ovr: 09</td>
<td></td>
</tr>
<tr>
<td>Appt Begin: 061614</td>
<td></td>
</tr>
<tr>
<td>Appt End: 090614</td>
<td></td>
</tr>
<tr>
<td>Dur: 000207</td>
<td></td>
</tr>
<tr>
<td>Dept:</td>
<td></td>
</tr>
<tr>
<td>FLSA:</td>
<td></td>
</tr>
<tr>
<td>Title: PROFESSOR RECALLED-ACAD YR-1/9</td>
<td></td>
</tr>
<tr>
<td>Dist No:</td>
<td>Grade %Full</td>
</tr>
<tr>
<td>Actions: 11</td>
<td>F/V</td>
</tr>
<tr>
<td>Index: THEXXXX</td>
<td>Ann/Hr Rate</td>
</tr>
<tr>
<td>Fund Sub: 20290A</td>
<td>MO</td>
</tr>
<tr>
<td>FTE: 0</td>
<td>N</td>
</tr>
<tr>
<td>Dis %: ___</td>
<td>N</td>
</tr>
<tr>
<td>PayBeg: 080114</td>
<td>N</td>
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<td>N</td>
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<tr>
<td>Step: ___</td>
<td>N</td>
</tr>
<tr>
<td>OA: ___</td>
<td>N</td>
</tr>
<tr>
<td>Rate/Amt: 10000.00</td>
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</tr>
<tr>
<td>DOS: ___</td>
<td>N</td>
</tr>
<tr>
<td>PRQ: ___</td>
<td>N</td>
</tr>
<tr>
<td>D: ___</td>
<td>N</td>
</tr>
<tr>
<td>W: ___</td>
<td>N</td>
</tr>
</tbody>
</table>

Recall Teaching, 50%, 2nd Session
Course Dates: 08/04/14 – 09/06/14
Course Payment: $10,000
Sue x41122
Lecturer/SOE, 100%, 2nd Session
Course Dates: 08/04/14 – 09/06/14
Two Course Payments: $5162, $5162
Total Payment: $10,324
Sue x41122
Title Code 1203 – Associate Professor; Special Session, 06/30/14 – 09/06/14 (Paydate: 08/29/14)

Associate Professor, 50%, Special Session
Course Dates: 06/30/14–09/06/14
Course Payment: $7,472, Bonus: $240
Total Payment: $7,712
Sue x41122
**ERROR CORRECTION / LATE PAYMENTS / ADJUSTMENTS**

To make corrections for incorrect PPS entries, bonus miscalculations, and missed payments.

**Late Payment:**
If a payment is entered in the Personnel Payroll System (PPS) after the corresponding deadline, the error is corrected by processing a retroactive PPS entry.

PAN comments should state that the entry is retroactive affecting pay. Department contacts Payroll to coordinate manual payment.

**EXAMPLE**

<table>
<thead>
<tr>
<th>60</th>
<th>1203 ASSOC PROFESSOR – ACAD YR 1/9 101233 BEST COLLEGE 5-Acad A-Acad Grd:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>06/16/14-09/06/14 0.50% Fix 12120.00 B MO Lv: N Cov-A6 Bas/Pd: 00/00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>61</th>
<th>XXX2006-20290A-0 SUMMER SESSION SSC ASC-SUM SESS-AMT-DCP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>07/01/14-07/31/14 0.0000% 10000.00 St/OA: WSP: Prq:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>62</th>
<th>XXX2006-20290A-0 SUMMER SESSION SSC ASC-SUM SESS-AMT-DCP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>07/01/14-07/31/14 0.0000% 2120.00 St/OA: WSP: Prq:</td>
</tr>
</tbody>
</table>

**PAN Comments:**
Retroactive Late payment, please issue on next pay date
Course date: 6/30/14-8/2/14
Appt. to teach MMW5 in Summer Session 1.
Course payment $10,000; Bonus $2,120: Total payment $12,120
Name/phone extension

**ERROR CORRECTION – PAYMENT PREVIOUSLY ISSUED INCORRECTLY**

When an incorrect payment has been received by an employee, the error must be corrected in PPS and discussed with the employee. If a payback is necessary, Payroll must also be contacted to discuss repayment options.

**Clear Dated Retroactive Entry** – The appointment and distribution information still exists in PPS for revision. To correct the error, new information must be added and incorrect information deleted from PPS.

**Stale Dated Retroactive Entry** – Information in PPS has fallen off and is no longer available in PPS. To correct the error, new appointment and distribution lines must be re-created providing only correct information. Once PPS is updated for a retroactive adjustment, Payroll will reverse the incorrect payment and issue a new payment. If the error is an underpayment, the difference is issued to the employee. If the error is an overpayment, the employee must then reimburse the University. Reimbursements may be corrected by having the employee write a check back to the University or by Payroll deducting the overpayment from a future payment (if applicable).

**Clear Dated PPS Steps:**
- If the appointment information is correct but the distribution is not, delete the incorrect distribution and add a new correct distribution.
- If the appointment information is incorrect but the distribution lines are correct, create a new appointment, copy the existing distributions to the new appointment and delete the old appointment and distribution lines. Please note, this type of correction will not issue a paycheck.
- If the appointment and distribution lines are incorrect, create a new appointment and distribution lines with correct information and delete the previous lines.

Please note it is important that the error be reversed in this manner. It is not appropriate to type over the incorrect information.
Clear Dated Underpayment:
Below a Professor was paid less than the correct salary or bonus. To correct the underpayment, the old distributions (61 and 62) were deleted and new distributions (63 and 64) were added at the correct rates.

Please note, it is never appropriate to create a new distribution with only the difference in pay.

EXAMPLE

60 1203 ASSOC PROFESSOR – ACAD YR 1/9 200233 TOP COLLEGE 5-Acad A-Acad Grd:
06/16/14-09/06/14 0.50% Fix 7620.00 B MO Lv: N Cov-A6 Bas/Pd: 00/00

DELETE DIST 61 XXX2006-20290A-0 SUMMER SESSION- SSC ASC-SUM SESS-AMT-DCP
07/01/14-07/31/14 5000.00 St/OA: WSP: Prq:

DELETE DIST 62 XXX2006-20290A-0 SUMMER SESSION- SSC ASC-SUM SESS-AMT-DCP
07/01/14-07/31/14 2000.00 St/OA: WSP: Prq:

ADD DIST 63 XXX2006-20290A-0 SUMMER SESSION- SSC ASC-SUM SESS-AMT-DCP
07/01/14-07/31/14 5500.00 St/OA: WSP: Prq:

ADD DIST 64 XXX2006-20290A-0 SUMMER SESSION- SSC ASC-SUM SESS-AMT-DCP
07/01/14-07/31/14 2120.00 St/OA: WSP: Prq:

PAN Comments:
Clear Dated Retroactive Adjustment Affects Pay
Employee underpaid, please issue difference on next paycheck
Dist 61 deleted at $5000.00, dist 63 added at correct rate of $5500.00
Dist 62 deleted at $2000.00, dist 64 added at correct rate of $2120.00
Name/phone extension
Clear Dated Overpayment:

Below a Professor was overpaid on the bonus portion of the payment only. To correct the overpayment, the old distribution (62) is deleted and a new distribution (63) is added at the correct rate. Please note, overpayments must be discussed with Payroll to confirm if the net or gross amount must be paid back and how payback will be handled.

**EXAMPLE**

60 1203 ASSOC PROFESSOR – ACAD YR 1/9  300333 SEVENTH COLLEGE  5-Acad A-Acad Grd:

- 06/16/14-09/06/14  0.50% Fix  7247.00 B  MO Lv: N  Cov-A6  Bas/Pd: 00/00

DIST 61 XXX2006-20290A-0 SUMMER SESSION- SSC ASC-SUM SESS-AMT-DCP

- 07/01/14-07/31/14  5247.00 St/OA:  WSP: Prq:

**DELETE DIST 62** XXX2006-20290A-0 SUMMER SESSION- SSC ASC-SUM SESS-AMT-DCP

- 07/01/14-07/31/14  2120.00 St/OA:  WSP: Prq:

**ADD DIST 63** XXX2006-20290A-0 SUMMER SESSION- SSC ASC-SUM SESS-AMT-DCP

- 07/01/14-07/31/14  2000.00 St/OA:  WSP: Prq:

PAN Comments:

Clear Dated Retroactive Adjustment Affects Pay - Overpayment
Employee overpaid on bonus only, emp. will write the university a check for the difference
Dist 62 deleted at $2120.00, Dist 63 added at correct rate of $2000.00
Name/phone extension

Stale Dated PPS Steps:

Overpayments and underpayments are entered in PPS as if they were new appointments for stale dated adjustments. Since all the information has dropped off the system, you are required to re-create the appointment and distribution lines listing the correct information to be paid.

PAN comments must clearly state what the adjustment is
Please note, overpayments must be discussed with Payroll to confirm if the net or gross amount must be paid back or deducted from a future check and how payback will be handled.
See PAN examples below:

PAN for Stale Dated Underpayment:

Stale Dated retroactive adjustment affects pay – underpayment
Initial payment issued at $____, should have been $_______
Please issue difference in pay on next check
Name/phone extension

PAN for Stale Dated Overpayment:

Stale Dated retroactive adjustment affects pay – overpayment
Initial payment issued at $____, should have been $_______
Employee to write a check to back to UC Regents for overpayment
Name/phone extension
### Monthly Deadline Schedule (Updated 11/07/13)

<table>
<thead>
<tr>
<th>Pay Period Dates</th>
<th>Timekeeping Entry</th>
<th>PPS Entry</th>
<th>Deadline to Stop Direct Deposit (10:00a.m.)</th>
<th>Payday</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/01/14-07/31/14</td>
<td>07/23/14</td>
<td>07/24/14</td>
<td>07/30/14</td>
<td>08/01/14</td>
</tr>
<tr>
<td>08/01/14-08/31/14</td>
<td>08/20/14</td>
<td>08/21/14</td>
<td>08/27/14</td>
<td>08/29/14</td>
</tr>
<tr>
<td>09/01/14-09/30/14</td>
<td>09/23/14</td>
<td>09/24/14</td>
<td>09/29/14</td>
<td>10/01/14</td>
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<tr>
<td>10/01/14-10/31/14</td>
<td>10/22/14</td>
<td>10/23/14</td>
<td>10/29/14</td>
<td>10/31/14</td>
</tr>
</tbody>
</table>

### Biweekly Deadline Schedule (Updated 11/07/13)

<table>
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<tr>
<th>Pay Period Dates</th>
<th>Timekeeping Entry</th>
<th>PPS Entry</th>
<th>Deadline to Stop Direct Deposit (10:00a.m.)</th>
<th>Payday</th>
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<tbody>
<tr>
<td>06/22/14-07/05/14</td>
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