Instructor of Record
Payroll Training
Fund 20290A

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

Professor

Lecturer

Associate-In

197 Ladder Rank Faculty
8 Adjunct Professors
232 Lecturers
159 Graduate Students
NEW

Summer 2014

• Appointment Letter **Summary Box Format**
• Second Enrollment **Snapshot** for Contingent Agreements
• Payroll (PPS) **Entry Worksheet** with Snapshot 1 and 2
Overview of Process

1. Faculty approved by Summer Session
2. Summer Session sends out appointment letter to the Department and Faculty
3. Faculty accepts appointment
4. Summer Session sends out spreadsheet to the department for PPS/Timekeeping entries

- Preliminary
  - Bonus $ not included
- Final
  - All compensation figures included

5. Department enters data in PPS
6. Faculty—PAID!
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

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

June/July:
- Departments/Programs Notify Summer Session of any Instructor Status Changes
- Departments/Programs Have Option to Make PPS Entries Early

July/August:
- 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

August:
- Instructor Paid on 1st/2nd Paydate

September:
- Departments/Programs Make Final PPS Entries and Adjustments

October/November:
- Summer Session Audits Payroll

November:
- Summer Session Closes Payroll Reporting

Legend:
- Instructor
- Summer Session
- Department/Program
Calendar - Payroll

**Session 1 Begins**

- **JUNE 30**
- **JULY 23** Deadline Timekeeping
- **JULY 24** Deadline PPS

**Session 2 Begins**

- **AUGUST 4**
- **AUGUST 20** Deadline Timekeeping
- **AUGUST 21** Deadline PPS

***October 1 – Final Paydate***
Pay Dates

1st Session Courses

AUGUST 1

2nd Session Courses

AUGUST 29

Special Session Courses

Select the date that is closest to the last day of class
Appointment %

50%  1 course per Session
100% 2 courses per Session

DOS Codes

SSC  “UC” Ladder Rank Faculty:
  Professor
  Lecturer (with security of employment)

SST  ALL Others:
  Visiting Professor
  Associate-In (1506)
  Lecturer NSF (1550)
Sub Categories

Sub 0
- All Instructor of Record
- Teaching Assistant (TA)
- No timekeeping
- Flat rate paid

Sub 2
- Reader and Tutor
- Timekeeping required
- Hourly reported
Contingent Compensation

**Snapshot of Enrollment**

- **Full Salary**
  - Enrollment $\geq 15$
  - Salary Amount entered on Preliminary Spreadsheet sent to Department

- **Contingent $400 per Student**
  - Enrollment $< 15$
  - Second Snapshot (100% refund date)
  - Enrollment for Salary
    - $\geq 15$
      - Full Salary
    - $< 15$
      - $400 per student

- **Final Spreadsheet Sent to Department**
Samples

Appointment Letter – 1st Session

PPS Worksheet for 1st Paydate – 08/01/14

PPS Screen Shots - Preliminary and Final
In addition to the 8.6% 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 36) 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 limit. The terms and conditions of your appointment are set forth in the Memorandum of Understanding between the University of California and University Council American Federation of Teachers, Non-Senate Instructional Unit. The agreement can be retrieved at [http://ucop.ucop.edu/employees/genericYSTEMWIDE_CONTRACTS/index.html](http://ucop.ucop.edu/employees/genericYSTEMWIDE_CONTRACTS/index.html).

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 terms and regulations of the University of California and UCSD.

Beginning March 20, 2014, information regarding course scheduling such as the dates, times and location of your course is also attached for your reference. If you need to purchase course-related materials, please contact your specific department for purchasing guidelines.

If you have questions, please contact Andrea Deck at (858) 822-6064 or summer-counsel@ucsd.edu. I hope you have a pleasant and rewarding summer.

Bless Amez, Director
(858) 822-6707
bless@ucsd.edu
http://summer.session.ucsd.edu
cc: Department Chair/Program Director, NSO

---

**SAMPLE**

**SUBJECT: 2014 Summer Session Appointment**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Session Dates</th>
<th>Cost/Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC145</td>
<td>4 Units</td>
<td>5th Session, 06/10/14 to 08/02/14</td>
<td>$4,045</td>
</tr>
</tbody>
</table>

**Maximum Course Salary based on enrollment:**

- 15 or more students: $4,045
- 10-14 students: $4,045
- 5-9 students: $4,045
- less than 10 students: $4,045

**Enrollment Bonus:**

- 50 or more students: $200
- 200 or more students: $500

**Enrollment Salary:**

- Standard: $800
- Enrolled: $800
- Maximum: $800

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: **PSYC145, Psychology of Language, 4 Units.** The period for which you are appointed is **06/10/14 to 08/02/14.**

Normal compensation for a 4-unit course summer session is 8.6% of your ninemonth UCSD teaching salary as of June 30, 2014, to a maximum of $10,000, excluding any bonus. 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, 06/06/14**

- If enrollment is 15 or greater, you will be paid the full course salary of $4,045.
- If enrollment is 14 or fewer, you will be paid at a contingent rate of $400 per student, not to exceed $4,045.
- If enrollment is less than 10, Summer Session reserves the rights to cancel the course and your appointment to teach.

**Cancellation of appointment, 06/11/14**

- If you want to cancel your teaching appointment, please contact your department Chair by 06/06/14. The department will contact Summer Session to decide if a new instructor can be assigned or if the course will be cancelled.
- If enrollment is less than 10 students on 06/06/14, Summer Session reserves the rights to cancel the course and your appointment to teach this course. You will be notified by Summer Session by 06/11/14 if your course is cancelled due to low enrollment.

**Second Enrollment Snapshot, 07/07/14**

- If enrollment has increased from the 06/06/14 snapshot, your salary will increase $400 per student up to your maximum of $4,045.

**Enrollment Bonus, 07/07/14**

- Additionally, you may be paid a bonus if enrollment in your course on 07/07/14 exceeds 50 students: a $20 bonus per student may be paid for enrollments 51-100 and a $50 bonus per student may be paid for enrollments above 100.
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

<table>
<thead>
<tr>
<th>Faculty Type</th>
<th>Title</th>
<th>Code</th>
<th>Begins</th>
<th>Ends</th>
<th>Session</th>
<th>CourseID</th>
<th>Annual Salary</th>
<th>Enr-1st Snapshot</th>
<th>Enr-2nd Snapshot</th>
<th>Enr-Bonus</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>Triton¹</td>
<td>Luke</td>
<td>GradStud</td>
<td>1506</td>
<td>SST</td>
<td>06/30/14</td>
<td>PSYC1</td>
<td>$43,856</td>
<td>0.085</td>
<td>16</td>
<td>F</td>
<td>07/01/14</td>
<td>07/31/14</td>
<td>$400</td>
<td>N/A</td>
<td>N/A</td>
<td>$0</td>
</tr>
<tr>
<td>Smith²</td>
<td>Joseph</td>
<td>LRF</td>
<td>1103</td>
<td>SSC</td>
<td>06/16/14</td>
<td>PSYC1</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>07/01/14</td>
<td>07/31/14</td>
<td>$500</td>
<td>N/A</td>
<td>N/A</td>
<td>$0</td>
</tr>
<tr>
<td>Jones</td>
<td>Jake</td>
<td>LNSF</td>
<td>1550</td>
<td>SST</td>
<td>06/16/14</td>
<td>PSYC145</td>
<td>$47,584</td>
<td>0.085</td>
<td>7</td>
<td>C</td>
<td>07/01/14</td>
<td>07/31/14</td>
<td>$400</td>
<td>N/A</td>
<td>N/A</td>
<td>$0</td>
</tr>
<tr>
<td>Stone</td>
<td>Sandra</td>
<td>LRF</td>
<td>1103</td>
<td>SSC</td>
<td>06/16/14</td>
<td>PSYC132</td>
<td>$88,000</td>
<td>0.085</td>
<td>14</td>
<td>C</td>
<td>07/01/14</td>
<td>07/31/14</td>
<td>$400</td>
<td>N/A</td>
<td>N/A</td>
<td>$0</td>
</tr>
</tbody>
</table>

Notes:

¹Luke 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.

²Joseph 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Instructor</th>
<th>Type</th>
<th>Title</th>
<th>Code</th>
<th>DOS</th>
<th>Begin</th>
<th>End</th>
<th>Session</th>
<th>Course</th>
<th>Units</th>
<th>Annual</th>
<th>Enroll</th>
<th>Pct</th>
<th>1st Enroll</th>
<th>2nd Enroll</th>
<th>Enr Bonus</th>
<th>Total Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC1 4</td>
<td>Triton Luke</td>
<td>GradStud</td>
<td>1506 S</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</td>
<td>14</td>
<td>14</td>
<td>$400</td>
<td>07/01/14</td>
<td>$3,728</td>
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<tr>
<td>PSYC1 4</td>
<td>Smith Joseph</td>
<td>LRF</td>
<td>1103 S</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>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>$500</td>
</tr>
<tr>
<td>PSYC1 4</td>
<td>Jones Jake</td>
<td>LNSF</td>
<td>1550 S</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</td>
<td>10</td>
<td>10</td>
<td>$400</td>
<td>07/01/14</td>
<td>$4,000</td>
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<tr>
<td>PSYC1 4</td>
<td>Stone Sandra</td>
<td>LRF</td>
<td>1103 S</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</td>
<td>17</td>
<td>17</td>
<td>$400</td>
<td>07/01/14</td>
<td>$7,480</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 be paid a full course salary, not a contingent amount.

Final Worksheet for 8/1/14 Paydate

Date: 07/10/14

Payroll Index# PSY1234
Paydate: 8/1/14
Sub 0

Sample - 1st Paydate, 08/01/14, Final Worksheet

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.

Graduate Students are not eligible for contingent salaries per the UAW contract.
<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Emp Stat</th>
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<td>012345678</td>
<td>TRITON, LUKE</td>
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<table>
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<th>Typ</th>
<th>Bas Pd</th>
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<th>Adjt End</th>
<th>Dur</th>
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<table>
<thead>
<tr>
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<th>F/V</th>
<th>Ann/Hr Rate</th>
<th>Rt Sch</th>
<th>Time</th>
<th>Lvl</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSOCIATE IN</td>
<td></td>
<td></td>
<td></td>
<td>3728.00</td>
<td>SST</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Actions</th>
<th>Index</th>
<th>Fund</th>
<th>Sub</th>
<th>FTE</th>
<th>Dis %</th>
<th>PayBeg</th>
<th>PayEnd</th>
<th>Step</th>
<th>OA</th>
<th>Rate/Amt</th>
<th>DOS</th>
<th>PRQ</th>
<th>D W</th>
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</thead>
<tbody>
<tr>
<td>11</td>
<td>MYFUND</td>
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<td>0</td>
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<td></td>
<td>070114</td>
<td>073114</td>
<td></td>
<td></td>
<td>3728.00</td>
<td></td>
<td></td>
<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
### 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)

PPEAPC0-E1595  SD EDB Entry/Update  05/04/10 14:51:57
04/26/10 22:19:18  Appts./Distributions-Condense  Userid: SDAPORWY
ID: 000110000  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
20  ______  A  5  09  09  061614  090614  000207
Title
1550  LECTURER NSF-ACAD YR-1/9

Dist No
Actions Index Fund Sub FTE Dis % PayBeg PayEnd Step OA Rate/Amt DOS PRQ D W
21  THEXXXX  20290A  8  ______  070114  073114  ______  4000.00  SST  ______

Next Func:  ID:  Name:  SSN:  

PAN Comments

Lecturer NSF, 50%, 1st Session
Course Dates: 06/30/14 – 08/02/14
Course Payment: $4,000 (Contingent, 10 students x $400)
Sue x41122
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
### 2014 Summer Session Appointment

<table>
<thead>
<tr>
<th>Course, Units</th>
<th>Session, Date</th>
<th>Maximum Courses Salary based on course enrollment</th>
<th>Course Enrollment</th>
<th>Enrollmnet Bonus Up to 50 Students are calculated</th>
<th>Payroll</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC108, 4 Units</td>
<td>Special Session, 06/03/14 to 09/08/14</td>
<td>$2,472</td>
<td>10 or more by 07/01/14</td>
<td>$400 Laid-off below</td>
<td>08/08/14</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$472</td>
<td></td>
<td>$500 Laid-off no more than 10 students</td>
<td>08/08/14</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Course Laid-off no more than 10 students</td>
<td>08/08/14</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Enrollment Bonus of more than 50 students are calculated</td>
<td>08/08/14</td>
</tr>
</tbody>
</table>

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: PSYC108, Brain Damage and Mental Function, 4 Units. The period for which you are appointed is 06/03/14 to 09/08/14.

Normal compensation for one 4-unit course summer session is 8% of your nine-month UCSD teaching salary as of June 30, 2014, to a maximum of $10,000, excluding any bonus. 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 enrollment is 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 06/03/14. The department will contact Summer Session to decide if a new instructor can be assigned or if the course will be cancelled.
- If enrollment is fewer than 10 students on 07/03/14, Summer Session reserves the right 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 cancelled 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 the maximum of $7,472.

**Enrollment Bonus:** 08/08/14
- Additionally, you may be paid a bonus if enrollments in your course on 06/08/14 exceeded 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 8% 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 $5,472) of your 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 all combined research, teaching, and other services of summer salary do not exceed the limit.

Summer Session will monitor your summer appointments to insure you do not exceed the maximum.

The relevant compensation policies for summer teaching are set forth in APAM 650, 661, and 662, as well as PDM 230-43. 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 laws 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://tritonlink.ucsd.edu](http://tritonlink.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 agree to accept the terms of the appointment letter dated February 10, 2014 to teach PSYC108.
- [Signature]

The 2014 Summer Session Guidebook containing the policies and procedures pertaining to summer instructions 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 Olgauer at (858) 522-5084 or summer-payroll@ucsd.edu. I hope you have a pleasant and rewarding summer.

Becky Xiao, Director
(858) 534-7074
beckx@ucsd.edu
http://summersession.ucsd.edu
cc: Department Chair/Program Director, MDO
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>
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<th>Title</th>
<th>Code</th>
<th>Code</th>
<th>Beg</th>
<th>End</th>
<th>Session</th>
<th>CourseID</th>
<th>Units</th>
<th>Annual</th>
<th>Salary Pct</th>
<th>Enr-1st</th>
<th>Enr-2nd</th>
<th>Enr Bonus</th>
<th>Lab Bonus</th>
<th>Total Salary</th>
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</thead>
<tbody>
<tr>
<td>Smith</td>
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<td>1700</td>
<td>SST</td>
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<td>06/16/14</td>
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<td>0.085</td>
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<td>F</td>
<td>$400</td>
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<td>08/31/14</td>
<td>$0</td>
</tr>
<tr>
<td>Sessions</td>
<td>LSOE</td>
<td>1608</td>
<td>SSC</td>
<td>06/16/14</td>
<td>06/16/14</td>
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<td>PSYC6</td>
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<td>08/31/14</td>
<td>$0</td>
</tr>
<tr>
<td>Sessions</td>
<td>LSOE</td>
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<td>SSC</td>
<td>06/16/14</td>
<td>06/16/14</td>
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<td>PSYC162</td>
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<td>$400</td>
<td>08/01/14</td>
<td>08/31/14</td>
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</tr>
<tr>
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<td>1308</td>
<td>SST</td>
<td>06/16/14</td>
<td>06/16/14</td>
<td>Spec</td>
<td>PSYC193</td>
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<td>0.085</td>
<td>9</td>
<td>C</td>
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<td>08/01/14</td>
<td>08/31/14</td>
<td>$0</td>
</tr>
<tr>
<td>Hill</td>
<td>LRF</td>
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<td>06/16/14</td>
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<td>$400</td>
<td>08/01/14</td>
<td>08/31/14</td>
<td>$0</td>
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</tbody>
</table>

---

**SAMPLE - 2ND PAYDATE, 08/29/14, PRELIMINARY WORKSHEET**

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.
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.

<table>
<thead>
<tr>
<th>Column C=Faculty Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>LRF=Ladder Rank Faculty</td>
</tr>
<tr>
<td>LNSF=Lecturer NSF</td>
</tr>
<tr>
<td>LSOE=Lecture Security of Employment</td>
</tr>
<tr>
<td>VisLect=Visiting Lecturer</td>
</tr>
<tr>
<td>VisProf=Visiting Professor</td>
</tr>
<tr>
<td>GradStud=Associate-In</td>
</tr>
<tr>
<td>Emer=Emeriti</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Column E=DOS Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSC=All LRF and LSOE/LPSOE</td>
</tr>
<tr>
<td>SST=All other faculty</td>
</tr>
</tbody>
</table>

| Column N=|F or C |
|__________|
| F=Full Salary or 15 |
| C=Contingent Salary or <15 |

<table>
<thead>
<tr>
<th>Column U=Course Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max=$10,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Column W=Enr Bonus</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-50=$0/per; 51-200=$20/per; 201+=$10/per</td>
</tr>
</tbody>
</table>

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.

---

## Final Worksheet for 8/29/14 Paydate

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
<th>M</th>
<th>N</th>
<th>O</th>
<th>P</th>
<th>Q</th>
<th>R</th>
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</thead>
<tbody>
<tr>
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<td>Title Code</td>
<td>DOS Code</td>
<td>Appt Begins</td>
<td>Appt Ends</td>
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<td>CourseID</td>
<td>Units</td>
<td>Annual Salary</td>
<td>Salary Pct</td>
<td>Enr-1st Snapshot</td>
<td>F or C</td>
<td>1st Enr</td>
<td>Enr-2nd Snapshot</td>
<td>F or C</td>
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</tr>
<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>24</td>
<td>F</td>
<td>24</td>
<td>$400</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>
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<td>PSYC6</td>
<td>4</td>
<td>$60,732</td>
<td>0.085</td>
<td>38</td>
<td>F</td>
<td>37</td>
<td>F</td>
<td>37</td>
<td>$400</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>
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<td>PSYC162</td>
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<td>0.085</td>
<td>19</td>
<td>F</td>
<td>13</td>
<td>F</td>
<td>13</td>
<td>$400</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>16</td>
<td>F</td>
<td>16</td>
<td>$400</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>62</td>
<td>F</td>
<td>62</td>
<td>$400</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>
<th>Emp Stat: A</th>
<th>Pri Pay: MO</th>
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<tbody>
<tr>
<td>PAF Gen No: 120</td>
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<td>Page 1 of 4</td>
<td></td>
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<tr>
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<td>Fund: THEXXXX</td>
<td>Sub: 20290A</td>
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<td></td>
<td>Next Func:</td>
<td>ID:</td>
<td>Name:</td>
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</tbody>
</table>

**PAN Comments**

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 1308 – Vis Asst Professor; 06/30/14 – 08/23/14 (Paydate: 08/29/14)

<table>
<thead>
<tr>
<th>PPAPOC9-E1595</th>
<th>SD EDB Entry/Update</th>
<th>05/04/10 14:51:57</th>
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<tbody>
<tr>
<td>04/26/10 22:19:18</td>
<td>Appts./Distributions-Condense</td>
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<tr>
<td>ID: 200555555</td>
<td>Name: O'TOOLE, TOM</td>
<td>Emp Stat: A Pri Pay: MO</td>
</tr>
<tr>
<td>PAF Gen No: 120</td>
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<tr>
<td>Appt No</td>
<td>Actions Pgm Typ Bas Pd Ovr Appt Begin Appt End Dur Dept FLSA</td>
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<tr>
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<td>A 5 09 09 061614 090614 - 000212</td>
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<td>Title</td>
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<tr>
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<tr>
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<tr>
<td>Dist No</td>
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<td>Actions Index Fund Sub FTE Dis % PayBeg PayEnd Step OA Rate/Amt DOS PRQ D W</td>
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<td>PAN Comments</td>
<td></td>
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</table>

Vis Asst Professor, 50%, Special Session
Course Dates: 06/30/14-08/23/14
Course Payment: $5,313
Sue x41122
Title Code 1203 – Associate Professor; Special Session, 06/30/14 – 09/06/14 (Paydate: 08/29/14)

PPEAPCO-E1595 SD EDB Entry/Update 05/04/10 14:51:57
04/26/10 22:19:18 Appts./Distributions-Condense Userid: SDAPORWY
ID: 000300000 Name: HILL, BEN Emp Stat: A Pri Pay: MD
PAF Gen No: 120 Stu/Reg: Page 1 of 4
Appt Actions Pgm Typ Bas Pd Ovr Appt Begin Appt End Dur Dept FLSA
40 ______ A 5 09 09 061614 090614 - 000224
Title ASSOC PROFESSOR- ACAD YR-1/9TH
1203 Grade %Full F/V Ann/Hr Rate Rt Sch Time Lv
Dist No Actions Index Fund Sub FTE Dis % PayBeg PayEnd Step OA Rate/Amt DOS PRQ D W
41 DDDXXXX 20290A 0 ______ 080114 083114 ___ - 7472.00 SSC ___ ___
42 DDDXXXX 20290A 0 ______ 080114 083114 ___ - 240.00 SSC ___ ___

Next Func: ___ ID: ___ Name: ___ SSN: ___

PAN Comments

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
### 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>
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<tr>
<td>08/01/14-08/31/14</td>
<td>08/20/14</td>
<td>08/21/14</td>
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<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>
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<td>10/01/14-10/31/14</td>
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<td>10/23/14</td>
<td>10/29/14</td>
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### Biweekly Deadline Schedule  (Updated 11/07/13)

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<th>PPS Entry</th>
<th>Deadline to Stop Direct Deposit (10:00a.m.)</th>
<th>Payday</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/22/14-07/05/14</td>
<td>07/09/14</td>
<td>07/10/14</td>
<td>07/14/14</td>
<td>07/16/14</td>
</tr>
<tr>
<td>07/06/14-07/19/14</td>
<td>07/22/14</td>
<td>07/23/14</td>
<td>07/28/14</td>
<td>07/30/14</td>
</tr>
<tr>
<td>07/20/14-08/02/14</td>
<td>08/06/14</td>
<td>08/07/14</td>
<td>08/11/14</td>
<td>08/13/14</td>
</tr>
<tr>
<td>08/03/14-08/16/14</td>
<td>08/19/14</td>
<td>08/20/14</td>
<td>08/25/14</td>
<td>08/27/14</td>
</tr>
<tr>
<td>08/17/14-08/30/14</td>
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<td>09/08/14</td>
<td>09/10/14</td>
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<td>08/31/14-09/13/14</td>
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<td>09/18/14</td>
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<td>09/14/14-09/27/14</td>
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<td>10/06/14</td>
<td>10/08/14</td>
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<tr>
<td>09/28/14-10/11/14</td>
<td>10/15/14</td>
<td>10/16/14</td>
<td>10/20/14</td>
<td>10/22/14</td>
</tr>
</tbody>
</table>
Questions?