Summer Session 2013

Payroll/PPS Instructions

Professors, Lecturers, and Associates-in

Andrea Olaguer, Business Affairs Manager, x25064
Mary Baran, Academic Personnel, x23748

5/7/13
Summer Session 2013 Pay Dates

• FULL SUMMER SESSION PERIOD  JUNE 17, 2013 – SEPTEMBER 7, 2013

• SESSION I  JULY 1, 2013 – AUGUST 3, 2013  (AUGUST 1ST PAY DATE)

• SESSION II  AUGUST 5, 2013 – SEPTEMBER 7, 2013  (AUGUST 30TH PAY DATE)

SPECIAL SESSION DATES AND PAYMENTS

AUGUST 1 PAY DATE

<table>
<thead>
<tr>
<th>Starts</th>
<th>Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2013</td>
<td>7/20/2013</td>
</tr>
</tbody>
</table>

AUGUST 30 PAY DATE

<table>
<thead>
<tr>
<th>Starts</th>
<th>Ends</th>
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<tbody>
<tr>
<td>7/1/2013</td>
<td>8/24/13</td>
</tr>
<tr>
<td>7/1/2013</td>
<td>9/7/2013</td>
</tr>
<tr>
<td>7/22/2013</td>
<td>8/10/2013</td>
</tr>
<tr>
<td>8/12/2013</td>
<td>8/31/2013</td>
</tr>
</tbody>
</table>
Instructor Enrollment Bonus Guidelines

- Enrollment of 1 – 50 students does not qualify for a bonus
- Each enrollment from 51 – 200 is 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

- Instructors of Record and Teaching Assistants (TAs) will be paid on Sub 0; no timekeeping required.
  - Readers and Tutors will continue to be paid on Sub 2; positive time reporting required.

Types of Appointments

Instructors of Record

- Professor series, Lecturer, Recalls, Adjunct, Visiting [NOT Associate-In, see below]
- Appointment dates must reflect the entire Summer Session period:
  06/17/13 - 09/07/13
- Distribution dates must reflect one of two pay periods:
  07/01/13 - 07/31/13 or 08/01/13 - 08/31/13
- PAN Comments must include the actual course dates, the course salary, and bonus payment

Instructors of Record, Associate-In, title code 1506 Only

- Appointment dates must reflect one of two Summer Session dates:
  07/01/13 - 08/03/13 or 08/05/13 - 09/07/13
- Distribution dates must reflect one of two pay periods:
  07/01/13 - 07/31/13 or 08/01/13 - 08/31/13
- PAN Comments must include the actual course dates, the course salary, and bonus payment

Instructional Support

- Teaching Assistants, Tutors, Readers
- Appointment dates must reflect one of two Summer Session dates:
  07/01/13 - 08/03/13 or 08/05/13 - 09/07/13
- Distribution dates should reflect one of two pay periods:
  07/01/13 - 07/31/13 or 08/01/13 - 08/31/13
- PAN Comments must include the actual course dates, course salary, and pay date
Summer Session Payroll Worksheets and Guidelines:

• Payroll Worksheets 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 and instructional support should be charged to the department’s specific Summer Session index number. Contact Summer Session if you don’t know this 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 performs fiscal analysis and closes books in October. Late payroll adjustments are accepted in September for the October 1 paydate.

• Graduate Students must have advanced to candidacy as of 1/4/2013 to be eligible to teach in Summer 2013.

• 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.

  Example: an instructor's special session course starts on July 1 and ends August 24: the pay date is August 30.

• Summer Session appointment percentages:

  50% for teaching one course during a session or 100% for teaching two courses in the same session.
### 2013 Payroll Worksheet Examples of Appointments

#### Payroll Index#: XXXXXX

**Payday: 8/1/13**

| Last   | First  | Faculty Type       | Title Code | DOS Code | Appt Beg | Appt End | Session | Course ID | Units | Annual Salary | Salary Pct | F or C Date 6/7/13 | Enroll on 6/7/13 | Date Bonus Calc | Per Student Cont Rate | Pay date Begin | Paydate End | Course Salary | Course Lab Bonus | Course Enr Bonus | Total Course Salary |
|--------|--------|--------------------|------------|----------|----------|----------|---------|-----------|-------|---------------|------------|-------------------|------------------|------------------|------------------|-----------------|---------------|------------------|------------------|------------------|
| Triton| Luke   | Graduate Student   | 1506       | SST      | 7/1/2013 | 8/3/2013 | 1st     | PSYC1    | 4     | $43,856       | 0.085      | 7/8/2013          | 34                | 46               | $400             | 7/1/2013        | 7/31/2013      | $3,728           | $0              | $0              | $3,728            |
| Smith  | Joseph | Ladder Rank Faculty| 1103       | SSC      | 6/17/2013| 9/7/2013 | 1st     | PSYC1    | 4     | N/A           | N/A        | N/A               | N/A              | N/A              | N/A              | 7/1/2013        | 7/31/2013      | $500             | $0              | $0              | $500             |
| Smith  | Summer | Emeriti-Professor  | 1109       | SST      | 6/17/2013| 9/7/2013 | 2nd     | PSYC138  | 4     | $91,791       | 0.085      | 8/9/2013          | 21                | 25               | $400             | 8/1/2013        | 8/31/2013      | $7,871           | $0              | $0              | $7,871            |
| Sessions| Mark  | Lecturer/SOE       | 1680       | SSC      | 6/17/2013| 9/7/2013 | 2nd     | PSYC6    | 4     | $58,188       | 0.085      | 8/9/2013          | 38                | 40               | $400             | 8/1/2013        | 8/31/2013      | $4,949           | $0              | $0              | $4,946            |
| Sessions| Mark  | Lecturer/SOE       | 1680       | SSC      | 6/17/2013| 9/7/2013 | 2nd     | PSYC162  | 4     | $58,188       | 0.085      | 8/9/2013          | 19                | 24               | $400             | 8/1/2013        | 8/31/2013      | $4,949           | $0              | $0              | $4,946            |
| O'Toole| Tom    | Visiting Professor | 1302       | SST      | 6/17/2013| 9/7/2013 | Special | PSYC193  | 4     | $58,100       | 0.085      | 7/10/2013         | 11                | 11               | $400             | 8/1/2013        | 8/31/2013      | $3,600           | $0              | $0              | $3,600            |
| Hill   | Ben    | Ladder Rank Faculty| 1203       | SSC      | 6/17/2013| 9/7/2013 | Special | PSYC169  | 4     | $86,200       | 0.085      | 7/12/2013         | 60                | 60               | $400             | 8/1/2013        | 8/31/2013      | $7,327           | $0              | $200            | $7,527            |

1. F=Full Salary; C=Contingent Salary (Per Student Rate)

2. Per Student Rate applies only to Contingent Salaries (If Full Salary, ignore this column.)

*Red=Instructor Paid Contingent Salary (Per Student Rate)*

*Blue=Summer Graduate Teaching Scholars Awardee*

*Purple=Summer Graduate Teaching Scholars Mentor*
**DOS Codes**

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


**SST**
Use for all non-ladder rank instructors including: Lecturers in Summer Session (title code 1550), Visiting Professors, Emeriti, Adjunct Professors, Associate-In \(^1\) (title code 1506)

Use for graduate students paid via a flat rate/Sub-0: Associate-In, TAs, non-student Tutors serving as TAs, and graduate students who require positive time reporting/Sub-2 (Readers and Tutors)


\(^1\) For information regarding summer DCP contributions, go to [http://ogs.ucsd.edu/financial-support/employment/academic-employment/student-fica-dcp.html](http://ogs.ucsd.edu/financial-support/employment/academic-employment/student-fica-dcp.html).

**Note:** SST must be used for graduate students who require positive time reporting, Sub 2 (Readers and Tutors). See comments on the PPS screen shots for Special Session pay instructions.
DATA ENTRY GUIDELINES FOR INSTRUCTORS 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 with a 9/9 appointment
• Instructors with 9/12 or 11/12 appointment that ends on 6/30
• 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: <strong>June 17</strong></td>
</tr>
<tr>
<td>Appt End</td>
<td>All sessions: <strong>September 7</strong></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 <strong>50% for one course per session</strong> or <strong>100% for two courses per session</strong></td>
</tr>
<tr>
<td>F/V</td>
<td>F (fixed)</td>
</tr>
<tr>
<td>Annually</td>
<td>Enter <strong>total Summer Session compensation</strong> (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 INSTRUCTORS OF RECORD CONTINUED**

### Distribution Line for BASE SALARY

<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>
<tr>
<td>Pay Begin</td>
<td>Session 1: <strong>July 1</strong>  Session 2: <strong>August 1</strong>  Special Session: <strong>June 17</strong></td>
</tr>
<tr>
<td>Pay End</td>
<td>Session 1: <strong>July 31</strong>  Session 2: <strong>August 31</strong>  Special Session: <strong>September 7</strong></td>
</tr>
<tr>
<td>Rate/Amt</td>
<td>Enter course salary amount only from payroll worksheet</td>
</tr>
<tr>
<td>DOS code:</td>
<td><strong>SSC</strong> for ladder rank faculty with 9/12 or 11/12 appointment, LSOE</td>
</tr>
<tr>
<td></td>
<td><strong>SST</strong> for lecturers (title code 1550), visiting or emeriti faculty, Graduate Students as Associate-In, and graduate students who require positive time reporting/Sub-2 (Readers and Tutors)</td>
</tr>
</tbody>
</table>

### 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>
<tr>
<td>Pay Begin</td>
<td>Session 1: <strong>July 1</strong>  Session 2: <strong>August 1</strong></td>
</tr>
<tr>
<td>Pay End</td>
<td>Session 1: <strong>July 31</strong>  Session 2: <strong>August 31</strong></td>
</tr>
<tr>
<td>Rate/Amt</td>
<td>Enter bonus or mentor stipend amount only from payroll worksheet</td>
</tr>
</tbody>
</table>
| DOS code: | **SSC** for ladder rank faculty and LSOE;  
|         | **SST** for lecturers (title code 1550), visiting or emeriti faculty, Graduate Students as Associate-In, and graduate students who require positive time reporting/Sub-2 (Readers and Tutors) |

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 10 through 15 show several examples of Instructor Payroll screen shots. Pages 16 through 18 offer several ways to correct errors.*
MONTHLY PAYROLL TIMETABLE
SUMMER SESSION 2013

JUNE
7 Last day for Summer Session to cancel Session 1 courses for low enrollment
17 Start of Special Session

JULY
1 Start of Session 1
4 HOLIDAY
5 Last day for Summer Session to cancel Session 2 courses for low enrollment
25 Deadline for PPS entries for August 1 pay date

AUGUST
1 1st Summer Session Pay date
3 End of Session 1
5 Start of Session 2
22 Deadline for PPS entries for August 30 pay date
30 2nd Summer Session Pay date

SEPTEMBER
2 HOLIDAY
7 End of Session 2
9 Session 2 separation date for visiting instructors not holding any other appointment
20 End of Special Session
24 Deadline for PPS entries for October 1 pay date (for late/missed payments or pay adjustments)

OCTOBER
1 Final Summer Session 2013 Pay date
<table>
<thead>
<tr>
<th>Action</th>
<th>Pgm</th>
<th>Typ</th>
<th>Bas</th>
<th>Pd</th>
<th>Ovr</th>
<th>Anot Reain</th>
<th>Anot End</th>
<th>Dur</th>
<th>Denl</th>
<th>FLSA</th>
<th>Title</th>
<th>Grade</th>
<th>%Full</th>
<th>F/V</th>
<th>Ann/Hr Rate</th>
<th>Rt Sch Time Lv</th>
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</thead>
<tbody>
<tr>
<td>40</td>
<td>A</td>
<td>5</td>
<td>09</td>
<td>09</td>
<td>061713</td>
<td>090713</td>
<td>000224</td>
<td></td>
<td></td>
<td></td>
<td>PROFESSOR- ACAD YR-1/9TH</td>
<td>F</td>
<td>500.00</td>
<td>B</td>
<td>MO</td>
<td>N</td>
</tr>
</tbody>
</table>

**PAN Comments**

Professor, 50%, 1st Session  
Course Dates: 07/01/13-08/03/13  
Faculty Mentor Payment: $500  
Sue x41122
### Title Code 1109 – Professor Recalled in Summer Session; 8/5/2013 – 9/7/2013 (Paydate: 8/30/2013)

<table>
<thead>
<tr>
<th>ID: 000110000</th>
<th>Name: SMITH, SUMMER</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: 10</td>
<td>Actions: A</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Pgm: 09</td>
<td>Ovr: 09</td>
<td>061713</td>
<td>090713</td>
</tr>
<tr>
<td>=Title: PROFESSOR RECALLED-ACAD YR-1/9</td>
<td>Grade: .50</td>
<td>F</td>
<td>7802.00</td>
</tr>
<tr>
<td>Dist No: 11</td>
<td>Actions: THEEXXX</td>
<td>Fund: 20290A</td>
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<tr>
<td>Index: 0</td>
<td>Sub: 0</td>
<td>FTE: 0</td>
<td>080113</td>
</tr>
<tr>
<td>Dis %: 0</td>
<td>PayBeg: 083113</td>
<td>PayEnd: 7802.00</td>
<td>SST</td>
</tr>
<tr>
<td>OA: 0</td>
<td>Rate/Amt: D</td>
<td>PRQ: D</td>
<td>W</td>
</tr>
</tbody>
</table>

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**PAN Comments**

Professor Emeriti, 50%, 2nd Session  
Course Dates: 08/05/13 – 09/07/13  
Course Payment: $7802  
Sue x41122
### PAN Comments

Lecturer/SOE, 100%, 2nd Session
Course Dates: 08/05/13 – 09/07/13
Two Course Payments: $4946, $4946
Total Payment: $9892
Sue x41122
### Title Code 1302 – Visiting Asst Professor; 7/1/2013 – 8/24/2013 (Pay Date: 8/30/2013)

<table>
<thead>
<tr>
<th>ID: 200555555</th>
<th>Name: OTTOLE, TOM</th>
<th>Emp Stat: A</th>
<th>Pri Pay: MO</th>
</tr>
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<tbody>
<tr>
<td>PAF Gen No: 120</td>
<td>Stu/Reg: _</td>
<td>Page 1 of 4</td>
<td></td>
</tr>
</tbody>
</table>

#### Appt Actions Pgm Typ Bas Pd Ovr Appt Begin Appt End Dur Dept FLISA
| 10 | A | 5 | 09 | 09 | 061713 | 090713 | 000212 |

#### Title Grade %Full F/V Ann/Hr Rate Rt Sch Time Lvl
| VST ASST PROFESSOR-ACAD YR-1/9 | .50 | F | 3600.00 | B | MO | N | N |

#### Dist No Actions Index Fund Sub FTE Dis % PayBeg PayEnd Step OA Rate/Amt DOS PRQ D W
| 11 | YYY6245 | 20290A | 0 | 080113 | 083113 | 3600.00 | SST |

### PAN Comments

Visiting Assistant Professor, 50%, Special Session
Course Dates: 07/01/13-08/24/13
Course Payment: $3600 (Contingent, 9 students x $400)
Sue x41122
### Assoc Professor - ACAD YR-1/9TH

<table>
<thead>
<tr>
<th>Dist No</th>
<th>Actions Index</th>
<th>Fund Sub</th>
<th>FTE</th>
<th>Dis %</th>
<th>PayBeg</th>
<th>PayEnd</th>
<th>Step OA</th>
<th>Rate/Amt</th>
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<td>200.00</td>
<td>SSC</td>
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</table>

### PAN Comments

Associate Professor, 50%, Special Session  
Course Dates: 07/01/13–09/07/13  
Course Payment: $7327, Bonus: $200  
Total Payment: $7527  
Sue x41122
<table>
<thead>
<tr>
<th>ID: 012435678</th>
<th>Name: TRITON, LUKE</th>
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</thead>
<tbody>
<tr>
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<td>120</td>
</tr>
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</table>

**Title Code 1506 – Associate-In; Summer Session I (Paydate: 8/1/2013)**

<table>
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<tr>
<th>ID: 012435678</th>
<th>Name: TRITON, LUKE</th>
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<tr>
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**Title** ASSOCIATE IN

<table>
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<th>Index</th>
<th>Fund</th>
<th>Sub</th>
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<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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<tbody>
<tr>
<td>11</td>
<td>MYFUND</td>
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<td>073113</td>
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<td></td>
<td>3728.00</td>
<td></td>
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</tr>
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</table>

**PAN Comments**

ASSOCIATE IN, 50%, 1st Session
Course Dates: 07/01/13 – 08/03/13
Course Salary: $3728.00
Pay Date: 8/1/2013
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**

```plaintext
60 1203 PROFESSOR - ACADEMIC YEAR 1/9  101233 BEST COLLEGE   5-Acad A Acad Grd:
    06/17/13-09/07/13  0.50% Fix   12120.00 B MO Lv: N Cov-A6 Bas/Pd: 00/00

61 XXX2006-20290A-0 SUMMER SESSION   SSC ASC-SUM SESS-AMT-DCP
    07/01/13-07/31/13  0.0000%   10000.00 St/OA: WSP: Prq:

62 XXX2006-20290A-0 SUMMER SESSION   SSC ASC-SUM SESS-AMT-DCP
    07/01/13-07/31/13  0.0000%   2120.00 St/OA: WSP: Prq:
```

**PAN Comments:**
Retroactive Late payment, please issue on next pay date
Course date: 7/1/13-8/3/13
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 PROFESSOR - ACADEMIC YEAR 1/9 200233 TOP COLLEGE 5-Acad A-Acad Grd:
06/17/13-09/07/13 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
07/01/13-07/31/13 5000.00 St/OA: WSP: Prq:

DELETE DIST 62 XXX2006-20290A-0 SUMMER SESSION- SSC ASC-SUM SESS-AMT-DCP
07/01/13-07/31/13 2000.00 St/OA: WSP: Prq:

ADD DIST 63 XXX2006-20290A-0 SUMMER SESSION- SSC ASC-SUM SESS-AMT-DCP
07/01/13-07/31/13 5500.00 St/OA: WSP: Prq:

ADD DIST 64 XXX2006-20290A-0 SUMMER SESSION- SSC ASC-SUM SESS-AMT-DCP
07/01/13-07/31/13 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 PROFESSOR - ACADEMIC YEAR 1/9 300333 SEVENTH COLLEGE 5-Acad A-Acad Grd:

06/17/13-09/07/13 0.50% Fix 7367.00 B MO Lv: N Cov-A6 Bas/Pd: 00/00

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

07/01/13-07/31/13 5247.00 St/OA: WSP: Prq:

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

07/01/13-07/31/13 2120.00 St/OA: WSP: Prq:

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

07/01/13-07/31/13 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

<table>
<thead>
<tr>
<th>Pay Period Dates</th>
<th>Timekeeping Entry</th>
<th>PPS Entry</th>
<th>Deadline to Stop Direct Deposit (10:00 a.m.)</th>
<th>Pay day</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/01/13-07/31/13</td>
<td>07/24/13</td>
<td>07/25/13</td>
<td>07/30/13</td>
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<td>08/21/13</td>
<td>08/22/13</td>
<td>08/28/13</td>
<td>08/30/13</td>
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<tr>
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<td>09/24/13</td>
<td>09/27/13</td>
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## Biweekly Deadline Schedule

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<th>PPS Entry</th>
<th>Deadline to Stop Direct Deposit (10:00 a.m.)</th>
<th>Pay day</th>
</tr>
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<tr>
<td>06/23/13-07/06/13</td>
<td>07/10/13</td>
<td>07/11/13</td>
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<td>07/24/13</td>
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<td>08/08/13</td>
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