UCOP Payroll Action Form (PAF) Reference Guide

Use this guide to complete the PAF for SMG, staff and non-tenured academic personnel and payroll actions. For special SMG cases, please consult with local Human Resources. The PAF must be accompanied with an offer letter (or employee notification letter) and appropriate department/exceptional approvals for processing.

A. Employment/Department Information

This section identifies basic employee and department information for all employment transactions.

Name: Enter the employee's full legal name.

Dept Code: This is driven by the funding source for the position. Depending on the type of action, the department code may be obtained from the (hiring) department, EDB or the BRC Payroll Department Code List.

Department Name: Enter new Department name affected by the action.

Employee ID: For actions pertaining to an existing UCOP Employee, enter Employee ID number as found in EDB.

Location Address: Enter the employee's UCOP mailing address as indicated on the offer letter. For example, *1111 Franklin Street, 6th Floor*.

Mail Code: Select applicable mail code for work location for all new hires, and for existing employees only if work location is changing.

Employee Work Phone: Enter employee's work phone number as obtained from UCOP Voice Services.

Campus Contact, if Intercampus Transfer: Enter the HR/Payroll contact name at employee's previous campus who assisted with the transfer to UCOP. Information is typically provided by the employee. If not, check the prior campus's HR/Payroll online directory.

Campus Contact Phone: Enter HR/Payroll contact's phone number at employee's previous campus who assisted with the transfer to UCOP.   Information is typically provided by the employee. If not, check the prior campus's HR/Payroll online directory.

From Campus or Dept: Applies to intercampus or inter-UCOP transfers. Enter previous campus or UCOP department name. For intercampus transfers, information is typically provided by the transferring employee.

B. Current UCOP Appointment

This section applies to existing UCOP employees whose current appointment is changing due to a promotion, reclassification, reassignment, demotion, or a TOPS-to-career move. Employee's current information can be found on the employee's appointment screen in EDB.

End Date of Current Appointment: Enter the last date for which the employee will be paid on the current appointment. Please ensure there is no break in service between the current and the new appointment.

Job Title: Enter title for current appointment.

Dept Code: Enter department code for current appointment. Refer to EDB or department code list for four-digit department ode.

C. New Action

This section applies to appointment or salary changes for new or existing UCOP employees.

ACTION (Select appropriate Action type).

New Hire: Refers to an individual who has never been employed by the University of California.

Rehire: Refers to an individual who has been previously employed by any of the UC campuses and who has had a break in service. Enter rehired employee's prior campus/department information (see Section A). For rehired retirees, indicate UC retirement date in the Comments Box and ensure appropriate rehired retiree approvals and waiver forms have been completed.

Transfer: Applies to intercampus transfers or transfers within UCOP without a break in service. Transfer actions are generally conducted through open recruitment. For intercampus transfers, the individual is typically transferring to a different position at a higher, lower or lateral salary grade level. For transfers within UCOP, the move is typically to a position at the same salary grade. (Must complete Section B for UCOP transfers).

Promotion: Refers to the advancement of a staff employee within UCOP to a different position with a higher salary grade level. Typically achieved through an open recruitment process. This is separate from reclassifications and academic promotion, which have their own process. (Must complete Section B).

Reclassification: Occurs when the overall duties of an incumbent's current position changes substantially to a different class or salary grade. This can be an upward, downward or lateral movement depending on the salary range maximum of the classification level the position is reclassified to. (Must complete Section B)

Demotion: Refers to the movement of an employee from one position to another position that has a lower salary range maximum. This action can be voluntary or involuntary. For example, an

employee may apply and eventually be hired into a lower level position. (Must complete Section B)

TOPS-to-Career: Refers to an employee who is moving from TOPS to a career appointment. (Must complete Section B)

Stipend/Out-of-Class: May be paid to an employee who is temporarily assigned responsibilities of a higher level position or other significant duties which are not part of the employee's regular position. Stipends pertain to non-represented (99) titles while out-of-class actions are for represented positions. The sum of the stipend and the base salary shall not exceed the maximum salary of the higher level position. For non-represented positions, Division or Department Heads have the authority to approve stipends up to 15% for up to one year.   For represented titles, consult appropriate bargaining contract for restrictions and necessary approvals required.

Equity: A salary increase used to remedy a salary inequity or to rectify severe salary problems that cannot be corrected through the merit review cycle.   Division or Department Heads have the authority to approve equity increases of up to 10%. Equity increases of more than 10% must receive prior approval by the UCOP Local Human Resources Executive Director.

Other: Applies for other appointment type changes such as contract-to-career conversions or waiver of recruitment. Explain nature of the action in the Section F. Comments.

APPOINTMENT TYPE (Reference - UC PPSM 2)

Contract: An appointment established at a fixed or variable percentage of time for a definite period.

Regular/Career: An appointment established at a fixed or variable percentage of time at 50 percent or more of full time, which is expected to continue for one year or longer. Career appointments are indefinite with no pre-established end dates.

Limited: An appointment established at any percentage of time, fixed or variable, for less than one year, *or* is a position established at a fixed or variable percentage of time at less than 50 percent of full time regardless of the duration of the position during which the appointee is expected to be on pay status for less than 1,000 hours in a 12-month period.

Casual/Restricted: An appointment reserved for regular students of the University of California regardless of the percent of full time or the duration of the appointment.

Academic: An appointment at a fixed or variable percent of time with an academic title, at 50% or more of full-time, which is expected to continue one year or longer.

Per Diem: An appointment in a title code that has been established for per diem work and includes "Per Diem" in the title name. Consult appropriate policy or bargaining unit contract for more information.

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*Partial Year Career***:** An appointment established to accommodate foreseeable seasonal fluctuations in staffing, budgetary, operational or other needs. It contains regularly scheduled non-work periods not to exceed three months per calendar year.

Floater (TOPS): An appointment reserved for use in temporary employment pools, established at any fixed or variable percentage of time. For non-represented titles, maximum duration is two years. For CUE-represented titles, maximum duration is 1,500 hours.

Program: Select applicable personnel program. Refer to the classified job description to determine appropriate program. (PSS, MSP, SMG, Academic)

Effective Date/Hire Date: Enter the date the action takes effect.   For appointment changes, transfers, promotions, demotions and reclassifications please ensure there is no break in service between the current and the new appointments.   For intercampus transfers *without* a break in service, this date should reflect the effective date with UCOP.

BELI (Benefits Eligibility Level Indicator) Code: Refers to the various benefit levels available based on employee's appointment type, duration and percentage. The BELI Form contains more information on the various benefit levels and respective BELI codes. For rehires and intercampus transfers, consult with UCOP Benefits Office for guidance.

Appointment End Date: Enter the date the appointment-related action ends. Excludes career appointments. For stipend extensions, enter the new stipend end date.

Bargaining Unit: Refers to the bargaining unit representing the position. There are three bargaining units at UCOP namely CX (CUE), TX (UPTE Technical) and SX (AFSCME Service).

Employee Relations (ER) Code: Enter the code that represents the designation/status of an employee for purposes of collective bargaining. Refer to the classified job description or click here, for more information regarding ER code assignment.

Job Code: Enter 4-digit job code as indicated on the classified job description. For stipend actions, leave blank.

Job Title: Enter new job title (not working title) as indicated on the classified job description. For stipend actions, leave blank.

% FTE (Full-Time Equivalent):   Enter the percentage of time expected to be worked in an appointment, as indicated on the classified job description. For SMGs, consult with your local HR business partner.

Grade: An open range type of salary structure with an established minimum, midpoint and maximum range. Applies to non-represented positions, including confidential titles. Enter position's applicable grade as indicated on the classified job description.

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Step: For represented positions.   A type of salary structure where there are numbered steps in sequential order with incremental rate increases between each step. Enter the step (if any) associated with the pay rate as published in the campus Title & Pay Plan.   If there is no step associated with the pay rate, leave blank.

Annual Amount (Exempt): For Exempt Positions Only. Enter new annual salary amount.

Monthly Amount (Exempt): For non-TOPS Exempt Positions Only. Enter new monthly salary amount.

Hourly Bi-Weekly (Non-Exempt): For TOPS and Non-Exempt Positions Only. Enter new hourly rate.

Entity/Fin Unit/Fund/Project/Task: This refers to the CoA (Chart of Accounts) chartstring. This is for budgeting purposes. Enter as provided by the department.

Distribution %: Percent of funds budgeted for each CoA chartstring. Can be from a single funding source (100%) or divided out amongst several chartstrings (ex., 33%, 33%, 34%). The sum of all distribution percents associated with the appointment must equal the FTE.

End Date: Enter each distribution funding end date, as provided by Department. Applies only if chartstring source is temporary. If it's permanent funding and there is no end date, leave blank.

Pay Type: Fixed vs. variable. This field corresponds to the work schedule. Fixed or variable represents whether the amount of time to be worked in an appointment is variable or fixed for each pay period. Typically, exempt positions are fixed with the exception of per diem MSP appointments which are designated as variable/hourly.

Pay Schedule: Monthly vs. bi-weekly. This corresponds to the position's FLSA status. For exempt, indicate monthly. For non-exempt, indicate bi-weekly. All TOPS employees are paid bi-weekly, regardless of their FLSA status.

Pay Reporting: Exception vs. positive. Exception is for monthly paid employees, who are paid automatically based on percent of appointment. Positive is for bi-weekly paid employees, whose pay is generated based on reported hours worked.

Probationary Period End Date (Does not apply to MSP): Typically applies to new hire career PSS employees with no prior University service or a rehired career PSS employee who has had at least one day break in service. Enter the projected date (date-to-date) on which the employee is to complete their probationary period. Refer to Section D15.0 of the EDB manual for the chart on the guidelines on how to determine the probationary period end date. For example, a start date of 06/06/13 would have a probationary period end date of 12/06/13. This does not apply to preferential rehires who serve a six-month trial period that is tracked off-line. For career conversions, please check appropriate policy or labor agreement.

Vacation Leave Code: Enter the leave accrual code that represents the rate at which vacation leave will accrue for the appointment. Refer to Section D13.0 of the EDB manual for the chart on assigning the leave accrual code.

Next Salary Review Date: Enter the projected month/year in which the employee is to be considered for a next salary review. Refer to Section D16.0 of the EDB manual for factors determining salary review dates and which appointment types are eligible. Review appropriate local UCOP procedures or bargaining unit agreement for eligibility parameters.

Job Requisition #: If said position went through an open recruitment process, enter the posting identifier from the Classification and Applicant Tracking System or refer to the offer letter.

Classification Log #: Enter the classification log number as indicated on the classified job description.

Timesheet Approver: Enter Primary Timesheet Approver. This is typically the employee's immediate supervisor.

Timesheet Back-Up Approver: Enter the back-up timesheet approver designated by the department.

D. Other Compensation – Attach appropriate documentation and approvals.

This section applies to other compensation actions such as a hiring bonus incentive, executive auto allowance, relocation/moving allowance, which are typically coordinated in conjunction with the hire action. Consult appropriate policy for allowance limitations and necessary approvals. For example, hiring bonuses, payments by agreement, executive auto allowance, or relocation allowances, above policy limits require additional approval(s) by the Local HR Executive Director, the Vice President of Human Resources and/or the Executive Vice President of Business Operations/Systemwide Vice President for Agricultural and Natural Resources.

E. Background Screening Completion

This section applies to employees whose positions have been designated as critical by UCOP Compensation. For new employees, clearance is required prior to employment in the critical position. For transferring UC employees, clearance may not be required if UC candidate can provide prior clearance from previous campus. For existing UCOP employees, clearance may be required if last clearance on record for the said critical element is more than seven years old.

Note: The clearances required for positions critically designated as "Protected, Personal, Sensitive Data" include Previous Employers' Reference Check (code 01), Criminal Convictions Record Check (code 02) and Education Degree Check (code 07).

F. Comments

This section is used to explain any additional action details not already reflected on the form, including any exceptions to policy. An ***Exception to Policy*** is an action that exceeds what is allowable under

current policy or that is not expressly provided for under policy. Any such action must be treated as an exception. For instance, a 15% stipend for an employee that is extended over a year would require an exception. A sample comment could be, "*15% stipend extension beyond one year exceptionally approved by VP Sakaki, Comp C. Johe and LHR Exec Dir J. Fox through 6/30/13 or until a new Dir of SFS is appointed, whichever is earlier. Original stipend began 6/1/11.*"

HR Contact: Enter the HR contact/reviewer's name and phone number.

Prepared By: Enter the preparer's name and phone number along with the date the form is completed.