

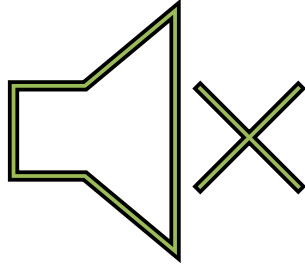


# Academic Personnel Monthly Information Session

Presented by the Office of Academic Personnel

June 25, 2024

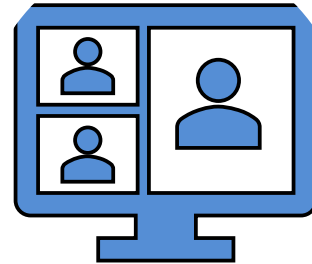
# Housekeeping



Please keep yourself muted during the presentation



Ask questions in chat



Please keep your camera on during the presentation



- ✓ Appendix II and Salary Administration Process
- ✓ Appendix II Case Aide walk-through and live demo
- ✓ Important Reminders
- ✓ Range Adjustment and July Payroll Processing Details
- ✓ Additional Resources
- ✓ Questions & Answers

## Appendix II and Salary Administration Process

- Salary negotiations occur annually and are discussed during the spring with the Dean, Chair, and CAO during their faculty salary setting meetings
- Departments should have addressed if the negotiated salaries will/will not be adjusted with an Oct 1<sup>st</sup> range adjustment during the salary negotiation meetings
- AP Generalist Analysts facilitate the faculty salary spreadsheet process with each department, and are reviewed/approved by the Dean
- Appendix IIs are only required for members of the Health Sciences Compensation Plan- this is due to the differing multiple components of pay (X' and Y)
- Who generates and signs Appendix IIs?
  - Associate Deans: AP generates and Dean signs
  - Chairs: Dept generates and Dean signs (route to AP for Dean signature)
  - HCOMP Faculty and all other Administrative titles: Dept generates and Chair signs

# Appendix II Case Aide and Step by Step Instructions

https://health.ucdavis.edu/academic-personnel/administrative-resources/administrators-managers/compensation-payroll/



Academic Personnel

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UC Davis Health > Academic Personnel > Administrators / Managers > Compensation and Payroll

## Compensation and Payroll

### Schools of Health Human Sciences Compensation Plan

#### Salary Scales

- [Schools of Health Human Sciences Compensation Plan-Salary Scales 2022 \(PDF\) - Current](#)
- [Historical Salary Scales](#)

#### Tools

- [Interactive Web Compensation Plan](#) (Internet access, Web-browser and **Authorization** Required)  
» For **authorization** please contact the [Academic Personnel Manager](#).
- [UC Davis School of Medicine/School of Nursing Health Sciences Compensation Plan Implementation Procedures \(PDF\)](#)
- [Compensation Plan Toolkit \(PDF\)](#)
- [UC Davis Health Sciences Compensation Plan Supplemental Benefits Program Summary \(PDF\)](#)
- [UC Davis Health Compensation Plan General Guidelines - APPENDIX A \(PDF\)](#)

Please refer to the [Conflict of Commitment](#) page for information related to APM 025/670.

#### Appendix II Forms

- [Case Aide for Fillable Appendix II \(PDF\)](#)
- [Appendix II \(Fillable PDF – Please download document to activate fillable feature\)](#)

# Important Reminders

- Reference Appendix II Case Aide and Step by Step Instructions located on AP Website
- Appendix IIs are only required for HCOMP faculty
- Use the **2023 salary scales (October 1, 2023)** [Schools of Health Human Sciences Compensation Plan-Salary Scales\\_Oct2023](#)
- Return the fully signed Appendix IIs to your AP Generalist Analyst by **July 31, 2024**
- Mid-year salary changes require additional review and approval by the Dean
- APU changes should be addressed through the annual Compensation Plan submission process
- When there is an October range adjustment, a new Appendix II is only required for faculty that have a change in Total Annual Salary
- Update funding effective 7/1/2024
- Review Cognos UCP-339 Payroll Expense Distribution Report on a monthly basis
- Email [ucpath@ucdavis.edu](mailto:ucpath@ucdavis.edu) for GL/Funding issues and assistance
- Need Cognos Access? Submit a request via <https://access.ucpath.ucdavis.edu/> and include either Nicole Steele [nmsteele@ucdavis.edu](mailto:nmsteele@ucdavis.edu) or Abigail Reyes [ajreyes@ucdavis.edu](mailto:ajreyes@ucdavis.edu) under the “Security Liaison Email” field

# Range Adjustment and July Payroll Processing Details

- July 1<sup>st</sup> Range Adjustment for policy covered Non-Faculty Academic Appointees (*Professional Researchers, Project Scientists, Specialists, Jr. Specialists, Non-Physician Clinical Trainees, Lecturers, Academic Coordinators*)
- Non-Represented Researchers will receive 4.2%; Represented Researchers (RA Unit Members) 3.5%; Unit 18 Lecturers 3.0%
- Please review the letter from the UC Office of the President for more details about the salary program: [2024-05-29 Issuance Letter 2024-25 Academic Salary Program \(ucop.edu\)](https://ucop.edu/2024-05-29-Issuance-Letter-2024-25-Academic-Salary-Program)
- UCPath blackout period for the impacted non-faculty titles: 7/1 - 7/11
- July Payroll Processing Deadlines:
  - 7/19 (Hires, Terms, Retro updates, Manage Accruals, LOA)
  - 7/24 (July 1 and future record updates, ex: Merits, Promotions, Negotiated Salary updates, FTE, Location or Reports To changes, etc.)
- October 1<sup>st</sup> Range Adjustment for Academic Faculty is 4.2%

# Additional Resources

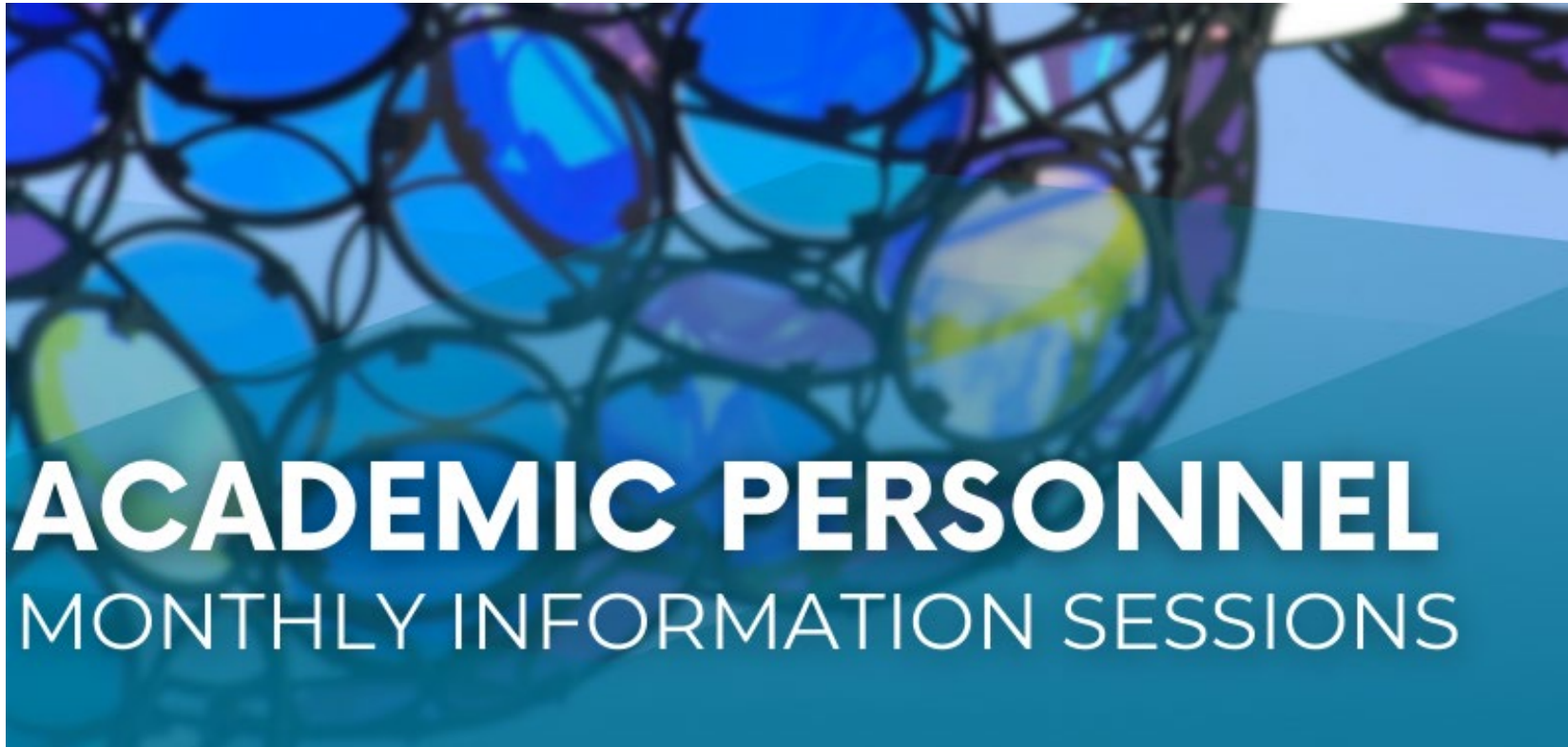


- **Academic Personnel:** [Academic Personnel | UC Davis Health](#)
- **APM:** [Academic Personnel Manual | Academic Affairs \(ucdavis.edu\)](#)
- **RA Unit:** [Academic Researchers Unit \(RA Unit\) | Academic Affairs \(ucdavis.edu\)](#)
- **Union Contracts:** [Human Resources - Contracts & Policies \(ucdavis.edu\)](#)
- **Grad Studies Contract Info:** [Information on New Bargaining Agreements | UC Davis Graduate Studies](#)
- **Clinical Psychology Interns & Non-Physician Clinical Trainees:** [Clinical Psychology Interns and Non-Physician Clinical Trainees Frequently Asked Questions | Academic Affairs \(ucdavis.edu\)](#)
- **UCPath Cognos Access:** <https://access.ucpath.ucdavis.edu>

# Questions



Upcoming Session-Tuesday, July 30, 2024



Thank you for your attendance today!!!