

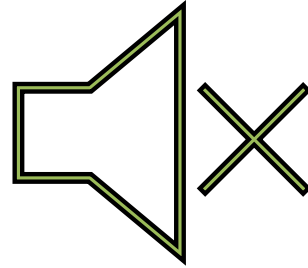


# Academic Personnel Monthly Information Session

Presented by the Office of Academic Personnel

May 23, 2023

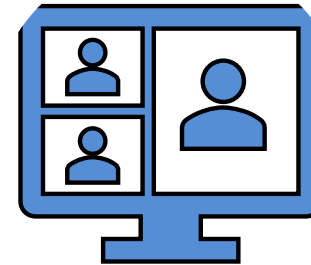
# Housekeeping



Please keep yourself muted during the presentation



Ask questions in chat



Please keep your camera on during the presentation



- ✓ Titles supported by the Generalist and Non-Faculty Analyst Teams
- ✓ UCD Schools of Health Case Aides for AggieService
- ✓ Case Aides walk-through and live demo
- ✓ Important Reminders
- ✓ Additional Resources
- ✓ Questions & Answers

# Academic Titles by Analyst Team

## Generalist Team

### Academic Titles Supported:

Adjunct Professor  
Health Sciences Clinical Professor  
Ladder Rank/ Professor  
Professor of Clinical X  
Professor In Residence  
Lecturer  
Lecturer-SOE  
Professional Researcher  
Project Scientist  
Specialist  
Academic Coordinator  
Associate Dean/Dean  
Department Chair  
Admin titles (Vice Chair, Division Chief)  
Recall  
Emeritus  
Visiting Professors and Researchers

## Non-Faculty Team

### Academic Titles Supported:

GSR's  
Junior Specialist  
Postdoctoral Scholar  
TA's  
Volunteer Clinical Professor  
Clinical Associate (WOS)  
Contingent Worker  
Non-Physician Clinical Trainees

The screenshot shows the UC Davis Health Academic Personnel website. The navigation bar includes 'Faculty', 'Non-Faculty Academic Appointees', 'Administrators-Managers', 'Join Our Team', 'About Us' (circled in red), and 'Quick Links'. The main content area features a large photo of a group of people and the text 'Academic Personnel Faculty and Staff'. Below this, there are two links: 'Organizational Chart (pdf)' and 'Department Support List by Team (xlsx)', with a red arrow pointing to the latter.

# UCD Schools of Health Case Aides for AggieService

[UC Davis Health](#) | [School of Medicine](#) | [Betty Irene Moore School of Nursing](#) | [News](#) | [Careers](#) | [Giving](#)



Academic Personnel

[Faculty](#) ▾

[Non-Faculty Academic Appointees](#)

[Administrators-Managers](#) ▾

[Join Our Team](#)

[About Us](#) ▾

[Quick Links](#) ▾



## Aggie Service

- [Aggie Service Case Aides \(Non-Faculty\)](#)
- [Aggie Service Case Aides \(Faculty\)](#)

# UCD Schools of Health

## Case Aides for AggieService

Academic Personnel only uses the AggieService “Human Resources” and “Payroll” sections for the following case transaction types:

### **HUMAN RESOURCES**

- Recruitment / Position Management
  - Onboarding Only (Includes: New Hires, Rehires, Recalls)
  - Additional Employment (Includes: Joint Appointments, Appointment via Change in Department)
  - Reports-to Change
  - Building/Cubicle Change
- Stipends/Equity
  - Stipend (Includes: Administrative Stipends)

# UCD Schools of Health

## Case Aides for AggieService

### PAYROLL

#### - Job Changes

- Job Changes (New End Date, FTE change, Department Change, Appointment via change in Title)
- Termination

#### - Funding Changes/Payments

- One-Time Payment (Includes: Housing Allowance)

#### - Timesheets

- Submit Paper Timesheet (Late timesheets for the I-181, Requests for: Missed pay, Off-cycle pay, Overpayment, Postdoc PTO/sick leave reporting, Nonfaculty leave of absence)

# AggieService Case Aides Walk-through

- ❖ One-Time Payments/Stipends: Faculty
- ❖ Onboarding: Faculty
- ❖ Onboarding: Non-Faculty
- ❖ Job Changes: Non-Faculty
- ❖ Timesheet Changes: Non-Faculty
- ❖ Terminations: Live Demo

# Important Reminders

- Reference Case Aides for the required information and attachment(s) needed
- Background check should be cleared prior to onboarding
- Section 1 of the I-9 in Tracker must be completed on, or before, the employee's start date
- Oath/patent must be signed on, or before, the employee's start date
- Exemptions, Search Waivers, and Search Reports must be approved prior to onboarding
- Onboarding docs must be emailed to your assigned AP Analyst
- Pre-Hire: if Empl ID is needed prior to start date- request no earlier than 30 days of appointment start date, and no later than two weeks of the appointment begin date
- Terminations: for employees paid through Ecotime, upload the leave usage history report and final balance
- Terminations: for employees paid through UCPath, provide the terminal vacation payout calculations, including any unreported leave from the last pay period

# Additional Resources

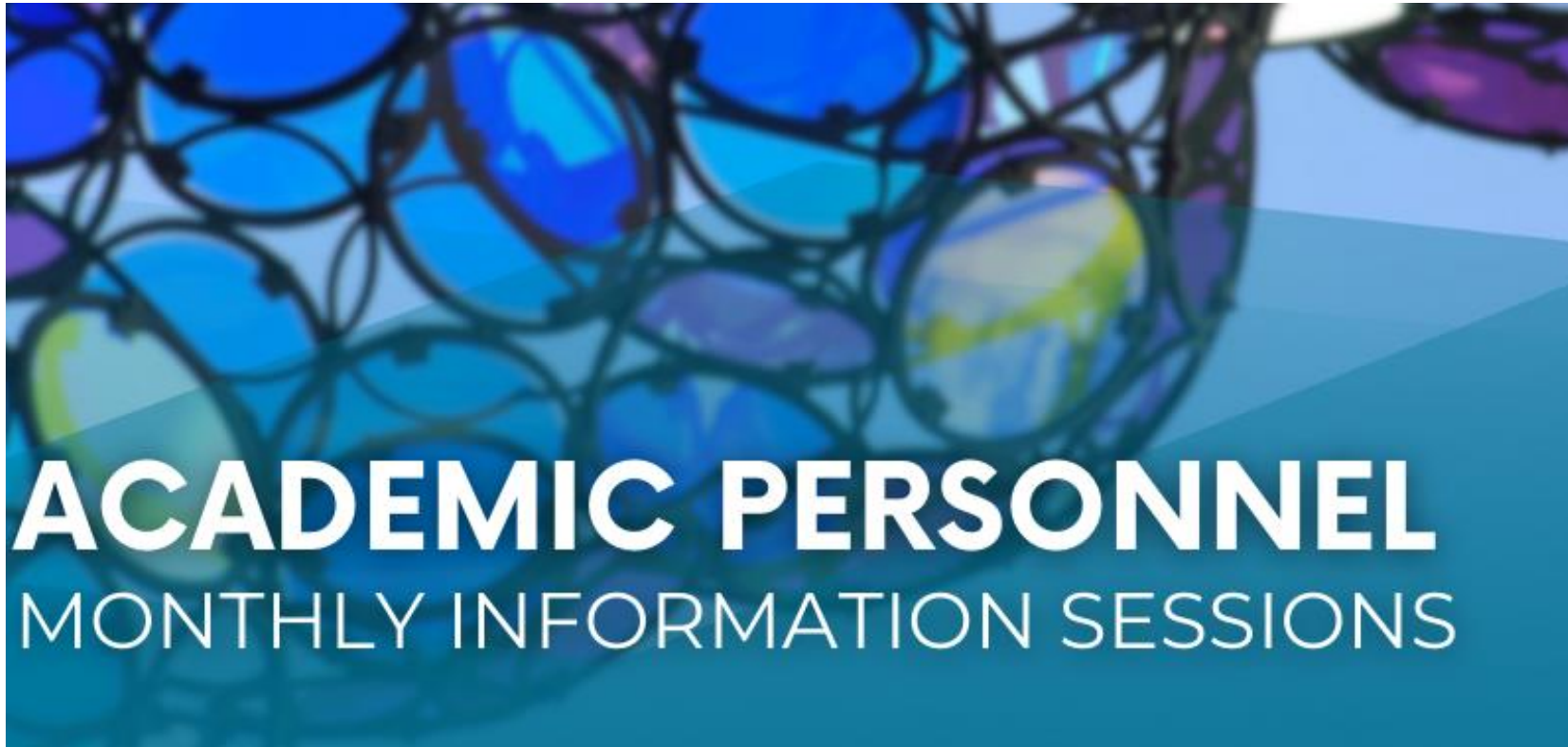


- **Academic Personnel:** [Academic Personnel | UC Davis Health](#)
- **APM:** [Academic Personnel Manual | Academic Affairs \(ucdavis.edu\)](#)
- **Delegations of Authority:** [Academic Affairs - Delegations of Authority for Academic Actions \(ucdavis.edu\)](#)
- **Forms and Checklists:** [Forms and Checklists | 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, June 27, 2023



Thank you for your attendance today!!!