

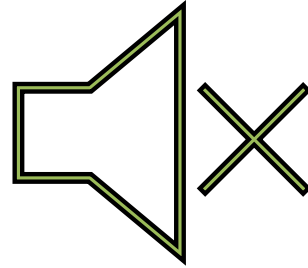


Academic Personnel Monthly Information Session

Presented by the Office of Academic Personnel

June 27, 2023

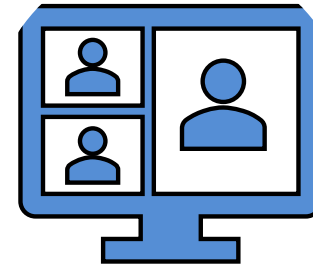
Housekeeping



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 1st 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

Search

Faculty

Non-Faculty Academic Appointees

Administrators-Managers

Join Our Team

About Us

Quick Links

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 **2022 salary scales (October 1, 2022)** [Schools of Health Human Sciences Compensation Plan-Salary Scales](#)
- Return the fully signed Appendix IIs to your AP Generalist Analyst by **July 31, 2023**
- Mid-year salary changes require additional review and approval by the Dean
- All 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 7/1/2023
- Review Cognos UCP-339 Payroll Expense Distribution Report on a monthly basis
- Email 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 or Abigail Reyes ajreyes@ucdavis.edu under the “Security Liaison Email” field

Range Adjustment and July Payroll Processing Details

- Range Adjustment effective 7/1/2023 for policy covered Non-Faculty Academic Appointees (*Professional Researchers, Project Scientists, Specialists, Jr. Specialists, Non-Physician Clinical Trainees, Lecturers, Academic Coordinators*)
- President Drake's letter about the salary program can be reviewed here: (<https://www.ucop.edu/academic-personnel-programs/files/2023-24/2023-05-19-issuance-ltr-2023-24-academic-salary-prgm.pdf>)
- Non-Represented Researchers will receive approx 4.6%; Represented Researchers 4.5%
- UCPath blackout period for the impacted non-faculty titles: 6/30 - 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 1st Range Adjustment anticipated for Academic Faculty, GSRs, Post Docs, TAs

Additional Resources

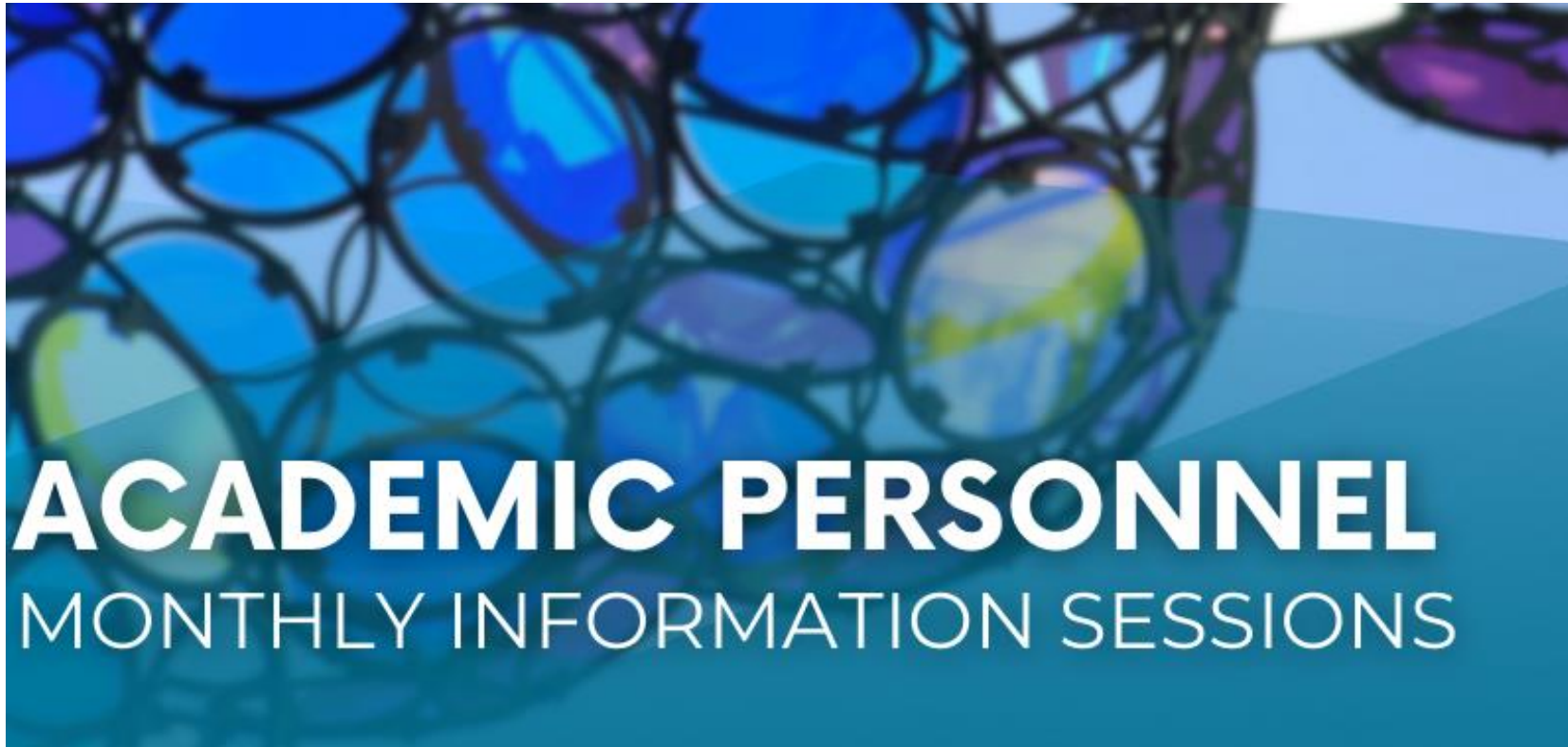


- **Academic Personnel:** [Academic Personnel | UC Davis Health](#)
- **APM:** [Academic Personnel Manual | Academic Affairs \(ucdavis.edu\)](#)
- **RA Unit:** [Academic Researchers Unit \(RA Unit\) | Academic Affairs \(ucdavis.edu\)](#)
- **Union Contracts:** [Human Resources - Contracts & Policies \(ucdavis.edu\)](#)
- **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 25, 2023



Thank you for your attendance today!!!