

UCPATH Understanding Compensation Frequency

Background:

Within UCPATH Compensation Frequency **are not overridden** and are defaulted in the system based on the job title code selection.

The UCPATH System Compensation Frequency Rate table has the following:

Compensation Frequency Rates

Frequency ID	Description
A	Annual
B	Biweekly
C	Contract
D	Daily
H	Hourly
M	Monthly
Q	Quarterly
S	Semimonthly
UC912	UC 9/12 - AY
UC_10	UC 1/10th Rate
UC_11	UC 1/11th Rate
UC_12	UC 1/12th Rate
UC_9M	UC 1/9th Rate
UC_FY	UC 12/12 - FY
W	Weekly

Compensation Frequency is used to define the compensation rate code. i.e. it is the time period across which the annual rate is spread.

Options include:

UCHRLY (H- Hourly); aligns with "H" pay frequency

UCANNL (A- Annual); UCANNL aligns with all other pay frequencies

The frequency fields on the “**Compensation**” tab in **Job Data** determine the pay schedule and how the overall compensation rate is calculated

When submitting position or job code updates, the frequency will default from the job code table.

Users must review the “Frequency” and “Pay Components” to ensure they are correct.

The screenshot shows the UCPATH Job Data screen. The 'Job Data' tab is selected. At the bottom of the screen, the 'Pay Frequency' is set to 'Hourly'. Below that, the 'Pay Components' table is visible, showing a single component with Rate Code '1 UCHRLY' and Compensation Frequency 'Hourly'.

Rate Code	Comp Rate	Compensation Frequency
1 UCHRLY	113.500000	Hourly

(Above -UCPATH Screen: Job Data Pay Components-Hourly)

The screenshot shows the UCPATH Compensation Rate and Pay Components screen. The 'Compensation Rate' is 9,691.67 USD. The 'Frequency' is UC912 AY 9/12. Below, the 'Pay Components' table is shown with two components: 1 UCANNL and 2 UCOFF1.

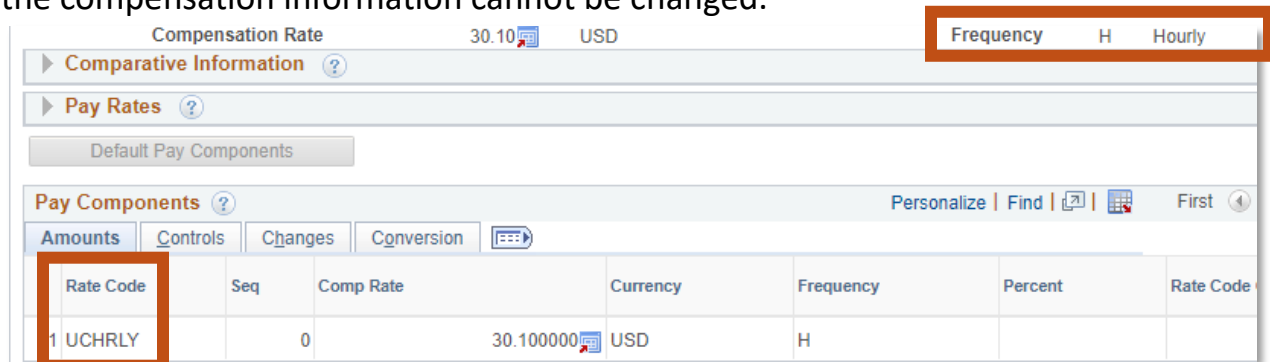
Rate Code	Seq	Comp Rate	Currency	Frequency	Percent	Rate Code Group
1 UCANNL	0	97,200.000000	USD	A		
2 UCOFF1	0	19,100.000000	USD	A		

(Above-UCPATH Screen: Job Data Pay Components-AY12- UCANNL)

Understanding How Compensation Frequency and Pay Rate work together Staff & Student Scenarios

Example 1- Staff Position with Step Rates

Some Job Codes have **Steps** associated with them. When a Step is entered, UCPATH automatically updates the Job Compensation - Pay Components fields and the compensation information cannot be changed.

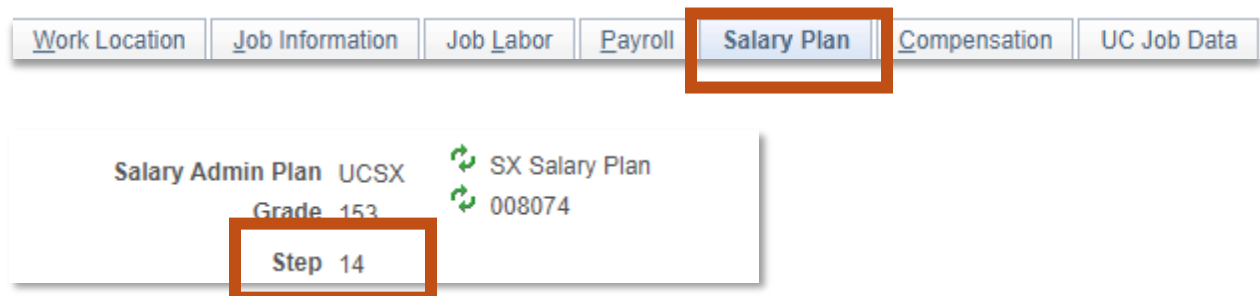


Rate Code	Seq	Comp Rate	Currency	Frequency	Percent	Rate Code
1 UCHRLY	0	30.100000	USD	H		

(UCPATH Screen: Job Data Pay Components)

Staff BW Employees Job Data pages will show Comp Frequency as **H-Hourly** with the Pay Rate Code – **UCHRLY**.

Step Rate information in Job Data appears on **Salary Plan** Tab.



Work Location | Job Information | Job Labor | Payroll | **Salary Plan** | Compensation | UC Job Data

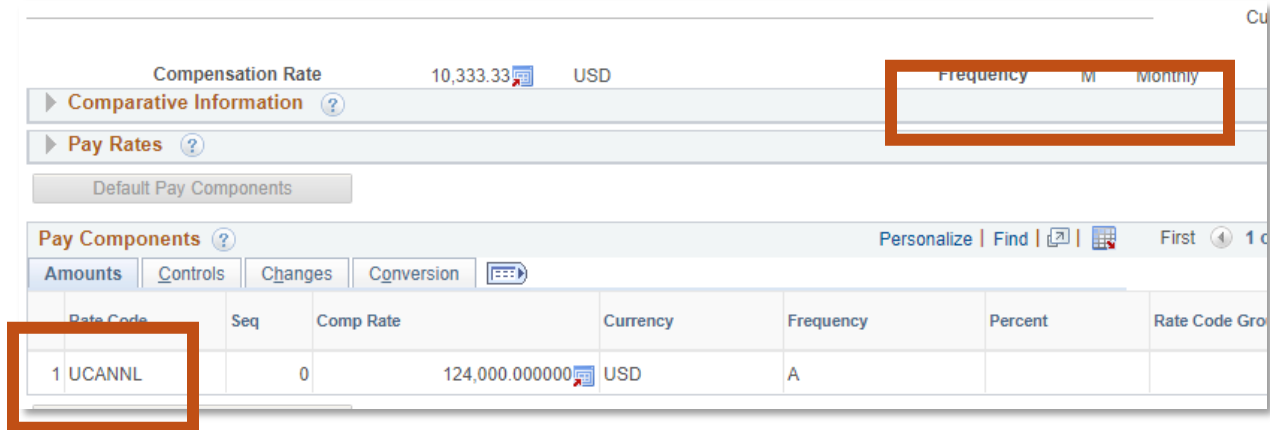
Salary Admin Plan UCSX SX Salary Plan
Grade 153 008074

Step 14

(UCPATH Screen: Salary Plan Components)

Example 2: Staff Monthly Exempt Employee

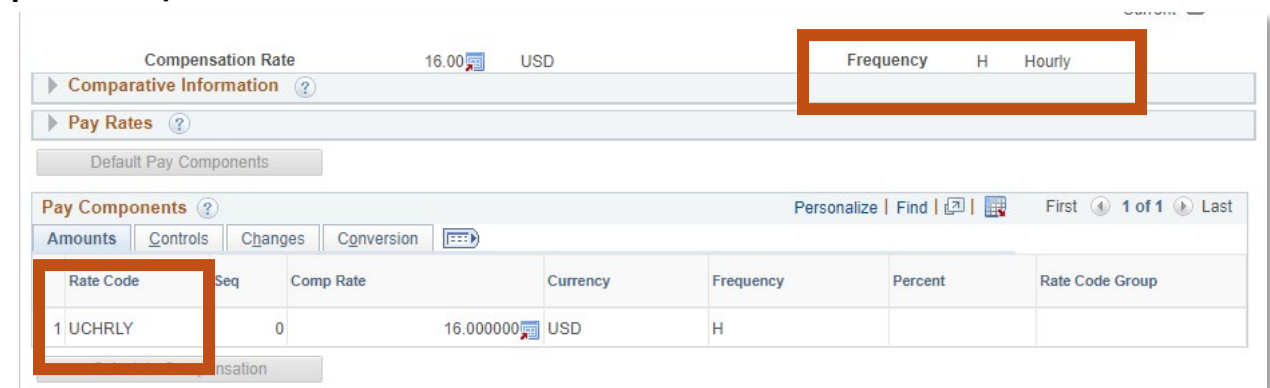
Staff Monthly Exempt Employees Job Data pages will show Comp Frequency as **M-monthly** with the Pay Rate Code – **UCANNL**.



(UCPATH Screen: Job Data Pay Components)

Example 3: Undergraduate Student Position Hourly

Undergraduate Student Employees Job Data pages will show Comp Frequency as **H-hourly** with the Pay Rate Code – **UCHRLY**. (This also applies to Staff Hourly paid positions.)



(Above -UCPATH Screen: Job Data Pay Components-Hourly)



Understanding How Compensation Frequency and Pay Rate work together

Academic Scenarios

What is an Academic-Year Appointment-AY?

An academic-year appointment is also known as a nine-month appointment and refers to the period in which an academic appointee renders services, i.e., the academic year, from the beginning of the fall term through the end of the spring term, including periods of intersession. Appointees to certain titles may also be appointed to, and render service for, a portion of an academic year, i.e., one semester (paid on a 1/10 basis), one quarter (paid on a 1/9 basis), or two quarters (also paid on a 1/9 basis). Academic-year appointees that render service during the entire academic year, i.e., nine ten months, do not render service during the summer period but may receive their annual salary in twelve equal installments throughout the calendar year. ([See APM-600 Appendix 4](#))

SALARY ADMINISTRATION
General

APM - 600
APPENDIX 4

Schedule of Salary Payments for Academic-Year Appointments
on the Semester Calendar

	Service Period	Total Payment	Monthly Rate	Pay Period
Appointees to faculty titles who serve two full semesters	Fall semester begin date through spring semester end date	Full annual rate (at appropriate percent time)	Annual rate/ 12	July 1 through June 30
Appointees to faculty titles who serve only in the fall semester	Semester begin date through semester end date	Annual rate/ 2	Annual rate/ 10	August 1 through December 31
Appointees to faculty titles who serve only in the spring semester	Semester begin date through semester end date	Annual rate/ 2	Annual rate/ 10	January 1 through May 31
Appointees to student titles who serve two full semesters	Fall semester begin date through spring semester end date	Full annual rate (at appropriate percent time)	Annual rate/ 10	Varies by year
Appointees to all titles who serve one semester	Fall semester begin date through fall semester end date – or – Spring semester begin date through spring semester end date	Annual rate/ 2	Annual rate/ 10	Varies by year

What is a Fiscal-Year Appointment-FY?

A fiscal-year appointment is an appointment for service throughout the fiscal year, July 1 through June 30 (12 months) as opposed to the academic year (nine months).

Academic Title Code Listing

2023 24 Salary Scales

Frequently Used Tables: (Apply to both AY and FY appointment)

Table 16 Unit 18 Faculty, Continuing Appointments, Academic Year

Table 16F: Unit 18 Faculty, Continuing Appointments, Fiscal Year

Table 18 Student Titles, Teaching Assistant and Equivalent, Other

Table 20 Student Titles, Remedial Tutor

Table 22 Student Titles, Graduate Student Researcher, Fiscal Year

Table 23 Postdoctoral Scholar-Employee, Postdoctoral Scholar-Fellow, Postdoctoral Scholar-Paid Direct, Fiscal Year

(Helpful Reference from UCNET on Academic Personnel)

Academic Rates of Pay APM 660-18

a. The academic salary scales issued by the Office of the President give rates of pay at each step within each rank and the normal period of service at each salary step.

b. Annual salary rates are rounded to the nearest \$100 if the scale rates for the title series are given in \$100 increments.

c. Conversion Rates

An academic-year salary is converted to a fiscal-year salary by increasing the academic-year salary by 16 percent, i.e., by multiplying the academic-year salary by 1.16. A fiscal-year salary is converted to an academic-year salary by decreasing the fiscal-year salary by 14 percent, i.e., by multiplying the fiscal-year salary by 0.86. This calculation considers work during intersession periods during which all faculty are expected to work plus vacation days available to fiscal-year appointees.

Example 1: Fiscal Year Appointment assigned COMP Frequency for AY 9/12

(Common Scenarios include Professors and Lecturers)

9/12 Full Year of Academic Appointment the Academic Service Periods Semesters align with the Fall Semester First Day of Instruction and the Spring Semester End Last Day of Instruction.



The screenshot shows the 'Pay Components' table. The table has columns for Rate Code, Seq, Comp Rate, Currency, Frequency, Percent, and Rate Code Group. The first row is highlighted with a red box.

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent	Rate Code Group
1 UCANNL	0	97,200.000000	USD	A		
2 UCOFF1	0	19,100.000000	USD	A		

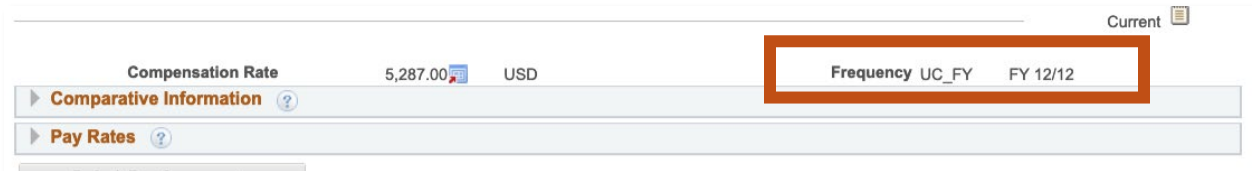
(UCPATH Screen: Job Data Pay Components)


The **Compensation Frequency** is the basis across which the UCANNL rate and OFFSCALE salary will be spread. In this example it is 9/12, and means their **9-month salary is spread across 12 months**.

(Note: Employee's with this basis are the employees for whom we can use the "physical presence" hire, as they are **not** performing services for the University for the period 7/1 through **First Day of Instruction (or earlier if they complete 19 and onboarding documents)**, their **physical presence is not required until the start is the Fall Semester**, when they will commence performing their expected service.)

Example 2: Fiscal Year Appointment Assigned COMP Frequency - FY 12/12 (Common Scenarios include Academic Admin, Researchers, Postdoc)


For Appointments that have a COMP Frequency of 12/12 the Service Period starts 07/01 and goes through 06/30 of following year (the full fiscal year).





Current 

Compensation Rate 5,287.00 USD

Frequency UC_FY FY 12/12

▶ Comparative Information 

▶ Pay Rates 




Compensation Rate 5,287.00 USD

Frequency UC_FY FY 12/12

▶ Comparative Information 

▶ Pay Rates 

Default Pay Components

Pay Components  Personalize | Find |  First 1 of 1 Last

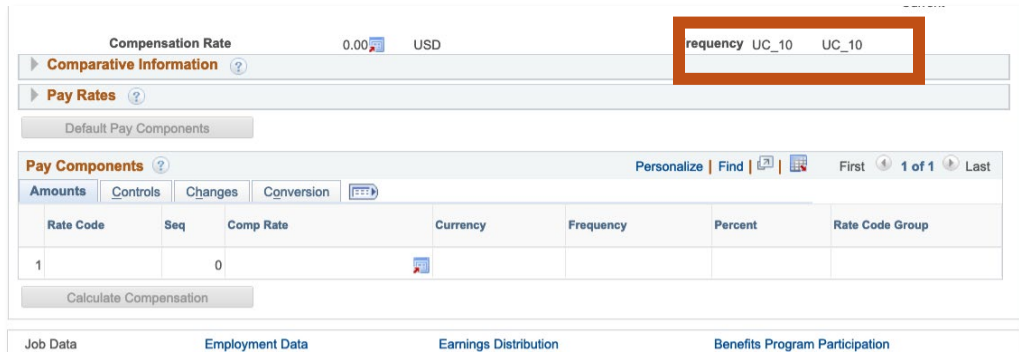
Rate Code	Se	Comp Rate	Currency	Frequency	Percent	Rate Code Group
1 UCANNL		0	63,444.000000 USD	A		

Calculate Compensation

The **Compensation Frequency** is the basis across which the UCANNL rate is spread. In this example it is 12/12 , and means their **Annual Rate** is spread across 12 months.

(Note: Employee's with this basis are the employees for whom we are **unable** to use the "physical presence" hire, as they **are** expected to be performing services for the University for the period 7/1 through 06/30 of the following year.)

Example 3: Ten Month Appointment Assigned COMP Frequency - FY 1/10
(1636-Lectruer 1/10 is a common job code that fall under this scenario)



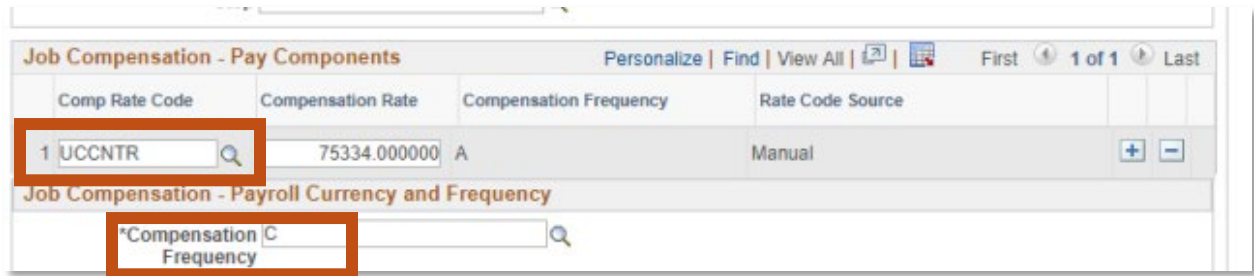
The **Compensation Frequency** is the basis across which the UCANNL rate is spread. In this example it is 1/10, and means their **Annual Rate is spread across 10 months. The 10 month period is 08/01 through 05/31.**

*(Note: Employee's with this basis are the employees for whom we can use the "physical presence" hire, as they are **not** performing services for the University for the period 8/1 through **First Day of Instruction (or earlier if they complete I9 and onboarding documents)**, their **physical presence is not required until the start is the Fall Semester**, when they will commence performing their expected service.)*

What is Contract Pay?

Contract Pay is rarely ever used at UC Merced due to its complexity and propensity for inaccurate payment due to overriding defaulting system compensation data. Contract pay is determined by Academic Personnel Office (APO) on a case by case basis for an Academic employee. It is an amount of monies determined by APO spread across the period from when they signed the hire documents through the end of the semester or the end of the fiscal year.

Compensation Frequency: C with COMP Rate Code: UCCNTR



Special Scenarios for Faculty Administrator Roles

Faculty Administrators - Full-time

When appointing an academic as a full-time faculty administrator (dean, vice provost, etc), be sure to leave the compensation in place on the underlying academic appointment (e.g., professor) and place the academic jobs in Faculty Abeyance. This will prevent pay on the underlying academic appointment and still allow us to continue to range adjust the academic appointments.

Faculty Administrators - Part-time

When appointing an academic as a part-time faculty administrator (department chair, associate dean), only the stipend should be paid on the part-time faculty administrator job. Do not change the compensation on the academic jobs (e.g., professor). The compensation on the faculty administrator job should have zero compensation and pay the stipend through Additional Pay. Do not use **UCWOS** on the administrator job because it will stop payment of the Additional Pay.



Appendix:

Comp rate codes

Following is a list of the most common comp rate codes for Staff & Student Employees at UC Merced:

UCPath Code	Description
UCANNL	Base Salary; system-wide step rate
UCHRLY	Hourly: system-wide step rate

Comp rate codes

Following is a list of the most common comp rate codes for Academics at UC Merced:

UCPath Code	Description
UCANNL	Base Salary; system-wide step rate
UCHRLY	Hourly: system-wide step rate
UCABVE	Above Scale salary
UCWOS	Without salary

Off-Scales

Following is a list of comp rate codes for Academic **off-scales** used at UC Merced:

UCPath Code	Description	Range adjustment	APHID code eligibility
UCOFF1	Traditional off-scale.	Eligible for range adjustment	Recruitment, Retention, Special-RA