ADDITIONAL COMPENSATION

ADDITIONAL COMPENSATION begins when a department/org initiates a request to provide Additional Compensation to an academic appointee or staff member that is above their regular, base compensation. Common examples of Additional Compensation include Star Awards, stipends, honoraria and Z payments. There are two categories of Additional Compensation: recurring and one-time.

AS-IS PAIN POINTS

- Relatively complex and inflexible methods for entering Additional Compensation in PPS, including the requirement to add recurring Additional Compensation as a new appointment/distribution line
- Requirement to enter an FAU for every Additional Compensation payment, even if it will be paid on the employee's standard funding

IMPROVEMENTS

- More flexible methods for entering additional compensation
- Precise tools to ensure recurring additional compensation is paid in the correct amounts and pay periods.
- No requirement to add funding line if the Additional Compensation will be paid off of the employee's standard funding

BENEFITS

- Potential reductions in time
- Improved visibility and data into Additional Compensation transactions that UCR pays, including the ability to associate Additional Compensation with a specific job
- Ability to establish recurring Additional Compensation during Onboarding
- In ServiceLink, recurring Additional Compensation can be calculated as a percentage of base compensation

ROLES FOR ADDITIONAL COMPENSATION

HR/AP STAFF INITIATOR (REQUIRED)

Individual responsible for initiating request in ServiceLink. (e.g. department/org)

SSC FULFILLER (REQUIRED)

Shared Services Center (SSC) fulfills the case by entering the applicable information into the UCPath system. Has the ability to cancel or return the request back to the department/org for correction.

SSC AWE APPROVER (REQUIRED)

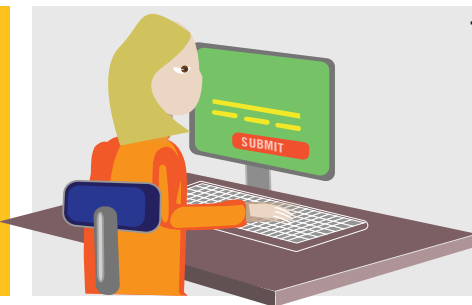Reviews and approves quality assurance within UCPath.

INQUIRERS (HR/AP STAFF & DEPT. / SSC FULFILLERS)

Monitors overall request and communicates with Additional Compensation stakeholders as required to ensure timely completion.

ADDITIONAL COMPENSATION MAP

HR/AP STAFF INITIATOR

The HR/AP staff member processes approval and documentation in ServiceLink to UCPath, identifies the need for Additional Compensation and receives the required approvals and documentation

Roadmap presents the most common business case.

SSC FULFILLER

SSC Fulfiller submits the Additional Compensation request in UCPath

SSC AWE APPROVER — **SSC AWE Appover** conducts quality assurance review and approves the request

COMPLETE

DID YOU KNOW?

- Additional Compensation still requires approval outside of the system
- If the recurring Additional Compensation needs to be on different funding sources, an FAU change will need to be created
- Each Additional Compensation type has its own earn code

THE PROCESS IS SUCCESSFUL IF...

- ✔ The employee receives Additional Compensation on appropriate pay cycle