

This email is directed to Academic Personnel Administrators and MSOs

## 9/1/09 HSCP Faculty Salary Calculation Worksheet Now Available

The 9/1/09 Faculty Salary Calculation Worksheet is now available on the [Academic Affairs](#) website as well as the [UCSF Furlough/Salary Reduction Implementation Guidance](#) website.

The 9/1/09 Faculty Salary Worksheet includes:

1. Field to indicate the Furlough/Salary Reduction Plan band based on MCB-Nxt
  - Note that this field must not be left blank
  - Remember that the salary band is effective for the duration of the Furlough/Salary Reduction program September 1, 2009 –August 31, 2009
  - Use the help screen on the worksheet (“?” next to the salary band field) if you need assistance in determining the appropriate salary band
2. Field to indicate whether or not the funding source is exempt from the program
  - Work with your RSA or departmental finance personnel to confirm whether a funding source is exempt from the Plan
  - Remember that in order for a fund to be exempt, it must be on the [approved list of exempt funding sources](#)
3. Functionality to calculate SRB and SRS lines
 

**UPDATED INFO!** SRS distribution lines that correspond to XAC/HBT/HSA can be combined. If the same funding source is used for all over-the-cap distributions, you can combine the SRS distribution lines for each type of distribution. For example, three XAC lines can be combined into one representing the sum of the difference between the negotiated salary rate and the capped rates that pay all corresponding HRG lines. Similarly, there would be one SRS line corresponding to the XAC line.

### REMINDER: Faculty PAF Process/Deadlines

Date	Forms to Use	Deadline
After Sep 8	<ul style="list-style-type: none"> <li>➤ Turnaround PAF generated by Payroll on Sept 12</li> <li>➤ 9/1/09 Faculty Salary Calculation Worksheet</li> </ul>	COB Sept 21 to Payroll for furlough-related SRB/SRS changes or new appointees required for 9/25 MO Compute - OR - Must wait to submit until Sept 25 or later
Sept 8 – Sept 25: FACULTY PAF “FREEZE DATES” No PAFs accepted between Sept 8 – Sept 15 PAF changes submitted between Sept 15-21 will be keyed ONLY for: <ol style="list-style-type: none"> <li>1) New hire appointments</li> <li>2) SRB/SRS DOS code changes (<u>must include details</u> in PAF Remarks Section)</li> </ol> Note: This does not include fund changes that missed the 9/8 deadline		

NOTE: This email is being distributed to MSOs and the Academic Personnel Administrators distribution lists.