

This email is directed to Academic Personnel Administrators and MSOs

Calculating MCB-Nxt for Academics with Recall Appointments

The MCB-Nxt field, found on the IINS screen in OLPPS, is used to determine the furlough salary band. During testing of the UCOP program, it was noted that the MCB-Nxt field is not recalculated for employees who retire and then who are rehired with a BELI=5. So for most academics with recall appointments, the MCB-Nxt field contains incorrect information. Specifically, it contains the appointee's covered compensation at the time of retirement rather than the MCB for their current recall appointment. This results in the assignment of an incorrect furlough salary band.

The MCB-Nxt field for academics with recall appointments in the EDB on 8/31/09 will be updated centrally prior to the 9/12/09 Campus implementation of the UCOP program. A list of those appointees is available in the Dean's Office-Academic Affairs for each of the Schools.

Departments will be responsible for determining the MCB-Nxt and corresponding furlough salary band for academics whose recall appointment was not in the EDB as of 8/31/09. Please use the attached instructions and form to request a correction to the MCB for these appointees.

Non-Faculty Academic Error Correction on MCB-Next Report

MCB-Next Reports were sent to Schools and SOM Departments earlier this week. We have detected an error in the report with employees in specific non-faculty academic titles. Employees in these titles were matched to the Fiscal Year Faculty Table, rather than the Staff Table. The MCB-Next and the Salary Band listed in the report are correct (the salary bands and salary reductions are the same in both tables). However, the number of furlough days and accrual rates are different.

Please see the attached spreadsheet for the employees and title codes that were impacted. This error was a programming error in the report – NOT a programming error in the actual accrual process. Therefore, there is no impact to how these employees will be treated during the actual furlough accrual process. Any questions about the calculation or data in the MCB report should be directed to Esther Carmona by sending e-mail to payrollprocessing@ucsf.edu

We apologize for the oversight.

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

INSTRUCTIONS

for calculating MCB-Nxt for Academics with Recall Appointments

Recall Appt Type	Title Code	Salary Rate	How to Determine MCB-Nxt	How to Implement:
Faculty – recall in FY appointment (not in HSCP)	2016 1116 1216 3802	Scale 0 on the 10/1/08 salary scale for rank/step at time of retirement	MCB should be equal to the annual salary rate (Scale 0) on the 10/1/08 salary scale for their rank/step at the time of retirement	Submit the attached form directly to payroll after the Dept has keyed the recall appointment*
Faculty – recall in HSCP	1701 1702 1703 1704 1705 1706	Any amount above Scale 0 for their rank/step up to their pre-retirement negotiated salary rate	MCB should be equal to the covered compensation on 10/1/08 salary scale for their rank/step at the time of retirement (use APU/scale at time of retirement)	Submit attached form with PAF In remarks section of PAF (on page 1) write “MCB request attached”
Non-Faculty Academics who are recalled	3802	10/1/08 salary scale for rank/step at time of retirement	10/1/08 salary scale for rank/step at time of retirement	Submit the attached form directly to payroll after the Dept has keyed the recall appointment*
WOS recall appointments	2016 1116 1216 3802	N/A	Do <u>not</u> submit form if: -Recall appointment is WOS -Faculty member has a paid recall appointment and changes status to a WOS recall appointment Submit a form if faculty member is recalled WOS and changes status to a paid recall appointment following instructions above	
Faculty who were A/S at retirement	—	For FY recall appointment: MCB should be equal to current (recall) annual salary rate For HSCP recall appointments: MCB should be equal to the covered compensation for their rank/step/scale at the time of retirement plus any subsequent range adjustments		

*Note: the process for obtaining the necessary School/campus approvals prior to keying a recall appointment has not changed.

FORM: MCB-Nxt for Academics with Recall Appointments

Employee ID: _____

Name: _____

Recall Appointment Title Code: _____

Recall Appointment Type:

 Faculty - FY (not in Health Sciences Compensation Plan)_____ Annual salary rate (Scale 0) on the 10/1/08 salary scale for rank/step at the time of retirement (*this is the basis for MCB-Nxt*)

_____ Corresponding Furlough Salary Band from Fiscal Year Faculty Table

[After recall appointment is keyed in OLPPS, mail this form to: Payroll Processing (Attn: Esther Carmona) Box 0812] **Faculty - HSCP (member of the Health Sciences Compensation Plan)**

_____ Rank/step at retirement _____ APU/Scale at retirement

_____ Annual covered compensation on 10/1/08 salary scale for rank/step/scale at the time of retirement (*this is the basis for MCB-Nxt*)

_____ Corresponding Furlough Salary Band from Fiscal Year Faculty Table

[Submit this form with the PAF which records the recall appointment; add "MCB request attached" to the remarks section of the PAF] **Non Faculty Academic**_____ Annual salary rate (Scale 0) on the 10/1/08 salary scale for rank/step at the time of retirement (*this is the basis for MCB-Nxt*)_____ Corresponding Furlough Salary Band from Staff Table*[After recall appointment is keyed in OLPPS, mail this form to: Payroll Processing (Attn: Esther Carmona) Box 0812]*

Department contact name: _____

Department contact email: _____ Department contact telephone number: _____