UCSF Furlough Implementation Guidance – FACULTY PAFs
August 24, 2009

Last week emails were distributed to campus administrators announcing a Furlough/Salary Reduction Implementation Guidance Workshop to be held later this month. This workshop will provide an overview of how the furlough/salary reduction program works and specific implementation guidance.

Although information about the processing of faculty PAFs will be covered in the workshop, I wanted to let you know now about important details and deadlines as soon as possible.

**General Overview:**
UCOP is developing a one-time program to create the appropriate salary reduction lines in the EDB. This program is scheduled to run on our campus on September 12th. It will generate turnaround PAFs for faculty impacted by the furlough. These PAFs will be mailed to the Departments on September 14th.

In addition, there will be a new 9/1/09 faculty calculation worksheet available on August 31st to record PAF changes after turnaround PAFs are received by the Department on September 15th. Instructions on how to use this new worksheet will be provided at the campus workshop.

**What you can do now:**
Any PAF changes that you want to be processed in anticipation of the salary reduction program should be submitted on the current PAFs using the current (7/1/09) faculty calculation worksheet. This includes any retroactive funding changes, recording approved 7/1/09 advancements, etc. Having up-to-date information in the EDB prior to running the EDB update program on September 12th will facilitate a smooth implementation of the furlough program. Please see notes about processing and deadlines below.

**PAF Routing Process:**
The following PAF changes need to be routed to the Dean’s Office and VPAA (*no change to current process*):

- Fund changes involving 199xx
- Changes to fund(s) involving another department/school when effort on those fund(s) has changed
- Changes to negotiated salary rate
- Changes to total percent effort
- Changes to rank/step/title (e.g. recording a promotion, change in series)
The following PAF changes can be routed directly to payroll:

- Fund changes to departmental funding only (except 199xx as noted above) (*no change to current process*)
- Changes to DOS codes only. This includes PAFs on which there is funding from another department/School as long as the total effort/salary on those funding sources remains the same

**Important Dates:**

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<th>Date</th>
<th>Description</th>
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<tr>
<td>Sept 4</td>
<td>PAFs changes that require routing to Dean/VPAA must be received in VPAA office by COB on September 4. Please consult with your Dean's office on when PAFs need to reach their office in order to meet this deadline.</td>
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<tr>
<td>Sept 8</td>
<td>PAF changes that can be routed directly to payroll must be received in payroll by COB on September 8 in order to be keyed prior to running the one-time salary reduction program.*</td>
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<td>Sept 12</td>
<td>UCSF runs the EDB update program in OLPPS</td>
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<td>Sept 14</td>
<td>Payroll distributes turnaround PAFs in the 12pm mail run</td>
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<td>Sept 15</td>
<td>Departments receive turnaround PAFs which will include the salary reduction lines as appropriate.</td>
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*PAFs not received in the payroll office by COB on September 8 will be returned to Depts and will need to be resubmitted after the September 25 monthly pay compute using the turnaround PAFs generated on September 14. Any subsequent changes will need to be made using the turnaround PAFs and the new 9/1/09 faculty salary calculation worksheet.

Additional details regarding the September payroll dates, processes, and deadlines will be provided at the workshop on August 31-September 1.

**Important 19900 Rules To Remember:**

The campus policy regarding the use of 19xxx and 18xxx remains in effect during the furlough program. As a reminder, these rules are listed below:

State sources cannot be used for salary support above Scale 0 for Health Sciences Compensation Plan faculty. Included in this restriction are funds from Industry-University Cooperative Research Program (IUCRP) programs, such as Discovery Grants. Please note that this applies to all funding in the 199xx as well as 18xxx series of fund numbers.

1. 19900 Funds (in fact, any 199xx funds) may ONLY be used to pay Fiscal Year base, i.e., may be used only on lines with DOS codes HRG (formerly REG) or XAC (formerly BYA).
2. For ladder rank faculty with a 19900 BSE line: at least 1/3 of FY base salary must be paid from 19900; this amount may, however, be averaged over a fiscal year.

3. For non-ladder rank faculty with a full or partial BSE line: at least 50% of the FY base salary, pro-rated by percent of the FTE assigned, must be paid from 19900 (e.g., the formula to be applied for a faculty member assigned a 0.25 FTE: 50% of FY base dollars x .25 FTE = minimum dollars that must be paid from 19900); this amount may, however, be averaged over a fiscal year.

4. For faculty in the Adjunct or In Residence series: 19900 funds may not be used to pay more than 50% of the FY base; this amount, which must be pro-rated by a faculty member’s total appointment percent, may be averaged over a fiscal year. *

5. Faculty in the Adjunct and In Residence series may not be assigned more than 0.50 FTE, pro-rated by the total appointment percent. *

6. However, Clinical or Clinical X series faculty may be paid up to 100% of their FY base from 19900 funds.

* By exception, as approved by the UC Office of the President, 19900 funds from LPPI, Occupational Medicine, and certain other specific research areas are exempt from the limitations described in nos. 4 and 5 above.

You are strongly encouraged to attend the workshops on August 31-September 1 to obtain the most up-to-date information. Also, please note that workshop materials and other information will be posted on the HR website found here: UCSF Furlough/Salary Reduction Implementation Guidance.

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NOTE: This document was distributed by email to the Academic Personnel Administrators distribution lists on 8/24/09