
7.11 ACADEMIC STIPENDS

Overview

The procedures described in this section are for assigning additional pay, in the form of a stipend, to an academic employee. If the approved action is for other than paying a stipend for Department Chair or Director service, contact Academic Human Resources.

Policy Summary

See the [Academic Personnel Manual \(APM\)](#), Sections 630 - 632 for academic stipend policies and procedures.

Before You Start

1. Obtain required approval to perform the payroll/personnel action.
2. Prepare information for on-line entry.

Data Entry

You will use the EAPP function to enter stipend appointment and distribution information for the employee.

Accessing the EAPP Function

1. Log on to the Payroll/Personnel System.
2. At the Next Func field, type **EEDB** and press **Enter**.
3. At Next Function, type **EAPP** and press **Enter**.

The EAPP function displays information about the selected employee.

Completing the EAPP Function

THE EAPP (APPOINTMENTS/DISTRIBUTIONS) FUNCTION

The screenshot shows a terminal window titled "TN3270 - uccmvb to host uccmvb.ucop.edu". The interface includes a menu bar with "Session", "Edit", "Commands", "Settings", and "Help". The main display area shows session information for user SCACPLJW, including a name "PROFESSOR, ASSISTANT DEMO" and SSN "300-00-0900". Below this is a table of appointment data with columns for "Appt", "Actions", "Pgm", "Typ", "Bas", "Pd", "Ovr", "Appt Begin", "Appt End", "Dur", "Dept", "Title", "Grade", "%Full", "F/U", "Ann/Hr", "Rate", "Rt", "Sch", "Time", and "Lv". The first row shows an appointment for "STIPEND-DEPARTMENT CHAIRPERSON" with a rate of 3150.00. A second table shows distribution data with columns for "Dist", "Actions", "L", "Acct", "CC", "Fund", "PC", "S", "FTE", and "Dis %". The first row shows a distribution for "HUM/AMER ST/POSPILIL" with a rate of 350.00. At the bottom, there are fields for "Next Func", "ID", "Name", and "SSN", and a keyboard legend for function keys.

EAPP Notes and Tips

- When processing academic stipends, always set up a new appointment and distribution in addition to the current appointment and distribution. See [Section 1.11, Appointments and Distributions](#) for more information.
- Always enter a decimal point in the percentage and rate fields. The decimal point on the keypad may not work.
- Do not enter commas or dollar signs in the rate fields.

The Appointment Level Procedure

Note: Action code 26 does not currently work for coding academic stipends even though it does work for coding staff stipends. Use action code 13 - additional employment until notified otherwise.

Follow these steps to complete the EAPP function:

1. Press the **F9 Jump** key to go to the Next Func field and then use the **F15 New Line** key to go to the command line.
2. At to the command line, type “add a” to set up the first available appointment.
3. Enter data in the following fields, as applicable:

Actions (Action Code)	Enter 13 (Additional Employment). A code indicating the personnel action affecting the associated appointment.
Pgm	A system derived code identifying the personnel program under which the appointment is held.
Typ	Enter 5 (Academic). A code indicating the appointment type associated with the appointment.
Bas	A code indicating the number of months in a year the employee will work. Pressing F1 displays valid codes.
Pd Ovr	A code indicating the number of months in the year over which the salary for the appointment will be paid. Pressing F1 displays valid codes.
Appt Begin	Date on which the employee's appointment is effective, in the format: MMDDYY.

Appt End	Date on which the appointment is expected to end, in the format: MMDDYY.
Dur	Leave blank.
Dept	A system derived code indicating the department or other administrative unit associated with the appointment.
Title	A code indicating the position or classification title for this appointment. Press F1 Help to display available codes.
Grade	For academics, leave blank.
% Full	Leave blank.
F/V	A code indicating if the time the employee will work in the appointment is fixed (F) or variable (V).
Ann/Hr Rate	Enter full amount of the stipend.
Rt	Enter B for By Agreement.
Sch	A code indicating the pay schedule on which the appointment is paid, either MO (monthly current) or MA (monthly arrears).
Time	A code indicating the method for reporting time worked. Valid codes are: T for exception, A for positive, W if without salary.
Lv	A code indicating the rate at which vacation and sick leave will be accrued. Enter 'N' for academic stipend.

The Distribution Level Procedure

1. Go to the command line and type “**add d**” to set up the first available distribution.

2. Enter data in the following fields as applicable.

Actions (Action Code)	System derived. Leave blank.
L	Enter 7 for UCSC location number.
Acct	Enter ‘organization’ FOAPAL number.
CC	Enter cost center.
Fund	Enter fund number.
PC	Enter activity code (optional, not required).
Sub	Enter 0, 1 or 2 as applicable.
FTE	Leave blank.
Dist %	Leave blank.
Pay Beg	Date on which the pay is expected to begin to be charged to the account/fund, in the format: MMDDYY.
Pay End	Date on which pay is expected to end for the account/ fund, in the format: MMDDYY.
Step	Leave blank.
O/A	Leave blank.
Rate/Amount	The by agreement amount associated with the distribution.
DOS	Enter STP. Code indicating the type of additional compensation associated with the distribution.
PRQ	Code indicating the type of perquisite.

DUC	A system derived code indicating a group within a bargaining unit to which a distribution for an appointment is assigned for collective bargaining purposes excluding range adjustments.
WSP	Not used for academics.

3. Press **Enter** to invoke range/value edits.
4. This is a one-function action. Proceed to *Review*.

Review

Review the EAPP function data you entered:

1. Make sure you have completed all the required data elements in the function.
2. Review all entered data for accuracy and consistency.

Updating the Employee Database

Press **F5 Update** to invoke consistency edits and to display the PAN Subsystem Notification Preparation screen.

Consistency Edit Errors

If there are consistency edits, the Consistency Edit (ECON) screen is automatically displayed. Review all error messages and make necessary corrections.

How to Correct Consistency Errors

From the ECON screen you may:

- Correct errors directly on the ECON screen.
- **F3 Return** to the EAPP function, make any corrections, then do one of the following:
 - Press **F5 Update** to invoke PAN.
 - Press **F2 Cancel** twice to cancel the update.

See *Consistency Edit Messages (ECON)* in [Section 1.6, System Messages](#) in this manual for more information and instructions.

PAN Preparation

After pressing **F5 Update** from a data entry screen (if there are no consistency edits) or an ECON screen, you are automatically positioned at the PAN **Comments Entry** screen. From here you can add comments and additional reviewers to the PAN.

1. Add a description of the action and any significant details in the **Comments Entry** screen.
2. Press **F10 NotfPrep** to display the **Notification Preparation** screen, where you can add reviewers as desired.
3. Press **F11 Detail** to display the **Activity Review** screen, where you can review the notification before sending it.
4. Press **F5 Update** to complete the update and send the notification.

If the update is successful, the EAPP function appears and displays:

U0007 UPDATE PROCESS COMPLETE

For more information about PANs and additional PAN features, please refer to [Section 1.8, Post Authorization Notification \(PAN\)](#).

Accessing IMSG

1. To access the Message Report Screen go to the **Next Function** field, type **IMSG** and press **Enter**.
2. When the IMSG screen is displayed, review any remaining messages and take the appropriate action.

Disposition of Forms

- Forward the appropriate approval document to the mandatory reviewer.
- Retain the data collection document in the Service Center employee file.