

Faculty BSE Processing Steps for Shared Services

<p>MPM In-Scope Actions (submit Keying Instructions)</p>	<ol style="list-style-type: none"> 1) Obtain all necessary pre-approvals for all actions (see Academic Payroll Matrix³). This includes ensuring FTE availability for all new BSE assignments. 2) Print Keying Instructions or save as PDF 3) Highlight old and new BSE lines 4) Enter reason for the BSE changes in the comments section 5) Upload changes into OLPPS (or manual key when necessary) 6) Email Keying Instructions to Michelle.Chen@ucsf.edu at the Office of Academic Affairs ¹
<p>MPM Out-Of-Scope Actions (submit Personnel Action Notice (PAN))</p> <ul style="list-style-type: none"> • Above Scale/Off Scale • Faculty ineligible for range adjustment • Mid-year (non 7/1) appointment changes to rank, series, and step • New hire and initial faculty appointment (e.g., moving from Postdoc to Faculty) • Separation/retirement • Change from paid to WOS or WOS to paid 	<ol style="list-style-type: none"> 1) Obtain all necessary pre-approvals for all actions (see Academic Payroll Matrix³). This includes ensuring FTE availability for all new BSE assignments 2) Key changes into OLPPS 3) Download the excel version of the individual faculty member Compliance Report 4) Send Compliance Report⁴ to the Office of Academic Affairs¹

NOTES:

1. Shared Service's post-audit privileges will be revoked if the following requirements are not met:

- a) Obtain all necessary pre-approvals prior to keying
- b) Ensure provision availability for all new BSE assignments prior to keying
- c) Send Keying Instructions/PAN to Academic Affairs within the same month that OLPPS is updated.

2. Academic Payroll Matrix: http://academicaffairs.ucsf.edu/academic-personnel/compensation-benefits/media/Academic_Payroll_Transaction_Matrix.pdf

3. The following changes in personnel actions that affect the BSE line requires reporting to the Office of Academic Affairs: title code (promotion/change in series), step (merit), DPA/Fund, change in effort that results in an increase/decrease of the BSE effort, new BSE and ending/non-renewal of BSE.