CORE PAY COMP PLAN RATES – FACULTY ONLY

REVIEW – THREE ACADEMIC-ENABLED PAY COMP PLANS REQUIRE COMP PLAN RATE

Most of you have already reviewed the “new” items on the KBC Training page. If you have, you will have seen that we have a new field, the comp plan rate, which is required for three core comp plans: core pay, core part-time pay, and core sabbatical. Only these three have the requirement because only these three plans are “academic enabled” plans, which means you can pay according to the DPP schedule, when AWP is shorter. In other words, you can “spread out” the pay. The core pay comp plan rate in KBC represents the monthly rate for core pay according to the proposed or faculty contract for the coming year. If a faculty employee has a 9-month contract, the core pay comp plan rate would be 1/9 of the total core pay, regardless of whether the pay is spread out over 9 months or 12 months.

ONLY ONE COMP PLAN RATE PER COMP PLAN IN KBC

- For each core pay plan listed above, you can enter ONLY ONE COMP PLAN RATE for that comp plan in the position, regardless of how many funding lines you enter or the dates in those funding lines.
- If you want to change rates in the middle of the year for that same comp plan, you must update those changes directly in Workday after KBC is finished and loaded into Workday.

WHAT IF THE CORE PAY RATE CHANGES MID YEAR?

- If you want to change rates at the end of the semester for a core pay comp plan, you have two options in KBC:
  - Set up the whole year with the first core rate in KBC. Make the change later in Workday.
  - Set up only the first semester in KBC and pool the second semester. Add the second semester later in Workday.
- In both of these options, you must make changes directly in Workday.
- While you can pool some of the core pay in a pooled position in KBC, DO NOT POOL SABBATICAL PAY IN KBC. See the outlines below for sabbaticals.

CORE PAY WITH SABBATICAL PAY COMP PLANS – COMP PLAN RATE

- For those faculty who will be on a semester sabbatical, you will be entering a comp plan for their core pay and a comp plan for their sabbatical pay.
- Both core pay and core sabbatical pay comp plans will have the same comp plan rate if you are paying the same rate each semester.
- Because they are different comp plans you can enter different rates, so be sure you enter the correct rate for each plan.
- Both the core pay and the sabbatical pay are academic enabled, which means they require a comp plan rate on every funding line associated with those comp plans.
- EACH LINE FOR THE SAME COMP PLAN MUST HAVE THE SAME COMP PLAN RATE.

**EXAMPLE: FALL SEMESTER SABBATICAL, COMP PLAN RATES**

- Sabbatical first semester and core pay the second semester- $90,000 annual pay, 9-month contract
  - Comp plan rate of $10,000, or $90,000/9.
  - Comp plan setup:
    - Sabbatical: 7/1/15-12/31/15, comp plan rate $10,000
    - Core pay: 1/1/16-6/30/16, comp plan rate $10,000
- When KBC calculates the “Compensation Plan Rate Total”, it will calculate 9*$10,000 for the sabbatical and also 9*$10,000 for the core pay, showing the comp plan total as $180,000 instead of $90,000 for this example, because it is calculating each plan by the AWP, not the dates.
- The Compensation Plan Rate Total is there only as a reference tool, and is based on using only one core pay comp plan for the year. It will seem doubled if you are entering two core comp plans, as in this example.
- Only the comp plan rate is sent to Workday, and it is not used for calculating the budget in KBC.

**EXAMPLE: FALL SEMESTER SABBATICAL, COST ALLOCATION PAY RATES**

Faculty on sabbatical as indicated in the above example. 9-month contract (AWP = 9) and 12-month pay option (DPP=12), same annual pay of $90,000.

- Cost allocation, only one account used, 100% distribution rate for each account, each plan:
  - Sabbatical: 7/1/15-12/31/15, monthly pay rate $7,500, 100%, total allocated $45,000
  - Core pay: 1/1/16-6/30/16, monthly pay rate $7,500, 100%, total allocated $45,000
  - Total allocated for the position: $90,000
- Cost allocation, two accounts used, 50/50 split:
  - Sabbatical, account one, 7/1/15-12/31/15, pay rate $3750, 50%, total allocated $22,500
  - Sabbatical, account two, 7/1/15-12/31/15, pay rate $3750, 50%, total allocated $22,500
  - Core pay, account one, 7/1/15-12/31/15, pay rate $3750, 50%, total allocated $22,500
  - Core pay, account two, 7/1/15-12/31/15, pay rate $3750, 50%, total allocated $22,500
  - Total allocated for the position: $90,000

Here is an excerpt for just the first semester for the sabbatical comp plan, using just one account.
For the second semester, you will repeat the same thing as above, but change the dates for both the cost allocation and the comp plan to the second half of the fiscal year.

If you split the cost allocation, you will repeat the same comp plan rate for each cost allocation line. **DO NOT SPLIT the comp plan rate, since it represents the total per comp plan, not the total per account.**

**SETTING UP MINI-SABBATICALS**

Mini-sabbaticals are less than one semester or are a full semester with less than full pay.

- If the sabbatical is the only core pay being received during the sabbatical term, you enter it the same way as the semester sabbatical, as shown previously, using the correct comp plan rate according to the approved sabbatical pay rate, and adjusting the dates to match the term of the sabbatical.
- If you want to supplement the sabbatical pay with core pay, to be paid concurrently along with the sabbatical pay, then you would be paying a different core monthly rate during the sabbatical.

Example: mini-sabbatical fall

- Total contract for core pay plus sabbatical together is $90,000 per year. AWP is 9 and DPP is 12.
- Mini-sabbatical is for the full semester, but the rate is one-half of the normal monthly core rate.
- Since the 9-month core rate is $10,000, the sabbatical portion is $5,000 and the rest is to be paid by the school as regular core pay, so $5,000 per month from core pay.
- Two comp plans: sabbatical and core pay, fall semester.
  - Comp plan dates for the first semester: 7/1/15-12/31/15, 9 month AWP
  - $5,000 per month comp plan rate for core pay
  - $5,000 per month comp plan rate for sabbatical
  - Cost allocation dates are the same as the comp plan dates.
- Cost allocation pay rate for the fall is based on 1/12 of the total pay for each comp plan, so $7,500/2=$3,750 for sabbatical and the same for the core pay. When cost allocation is completed, the first semester allocated should equal $45,000 in total for sabbatical and core pay.
- Second semester: 1/1/16-6/30/16, 9 month AWP, core pay only
  - $10,000 per month comp plan rate for core pay – cannot enter this in the same position.
Add this portion ($45,000) to your pooled position, and update the second semester change in Workday for the employee when appropriate.

In the pooled position dates and rates are not important, so enter what you need to enter to get the correct total if you are combining several pooled items into one account for this comp plan.

- The compensation plan rate total in KBC will be $90,000, because KBC is multiplying both comp plan rates by 9, and adding them together. This does not update any budget in KBC, nor does it update any totals in Workday. It is there only as a reference for you to check your calculations.

Example: mini sabbatical spring

- Spring sabbatical: two comp plans, core pay and sabbatical
  - You would enter the fall semester with the core pay only, comp plan rate $10,000, total $45,000.
  - Enter the spring semester sabbatical comp plan only, comp plan rate $5,000.
  - The compensation plan rate total in KBC will be $135,000, because KBC is multiplying both comp plan rates by 9, as if they were the only core comp plan, and then adds them together. This does not update any budget in KBC, nor does it update any totals in Workday. It is there only as a reference for you to check your calculations.
  - Add the spring semester core pay to your pooled position, total $45,000, and update the core pay comp plan in Workday for the spring when appropriate.

- Cost allocation for each semester:
  - Enter the cost allocation for the fall using $7,500 for the pay rate for the core pay, dates are the same as the comp plan dates for the fall.
  - For the spring, enter $3,750 for the pay rate for the sabbatical funding line in KBC on this position. This is only the sabbatical portion, since the core pay portion will be budgeted in the pooled position only and updated later in Workday.
  - The total allocation in the employee position is $45,000 for the first semester, and $22,500 for the spring.
  - The amount allocated in the pooled position is $22,500.