

Faculty BSE Processing Steps for Service Centers

<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) Send Keying Instructions to the Office of Academic Affairs¹
<p>MPM Out-Of-Scope Actions (submit Compliance Report)</p> <ul style="list-style-type: none"> • Above Scale/Off Scale • Visiting and Acting titles • 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 • Non-faculty academics² 	<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. The Service Center'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/Compliance Report to Academic Affairs within the same month that OLPPS is updated.
2. For Non-faculty academic BSE processing, please contact Academic Affairs
3. Academic Payroll Matrix: http://academicaffairs.ucsf.edu/academic-personnel/compensation-benefits/media/Academic_Payroll_Transaction_Matrix.pdf
4. Post Audit Notification (PAN) accepted only if both Keying Instruction and Compliance Report are unavailable