

UCSF HR Billing Procedures

Billing Contacts

For all questions, please email hrbilling@ucsf.edu.

Fiscal Year 16-17 Funding Model Changes

1. Category rates will increase by 3% for FY17
2. Recommitment to principle that departments should review headcount projections by December 1st Mid-year adjustments can be requested by the department or HR if there are significant changes that meet the threshold

FY 15-16 Population Pricing

Population	Headcount Weight	Price for FY 16-17
Faculty, Paid	1.0	\$1,334
Faculty, Other WOS	1.0	\$1,334
Faculty, WOS Emeritus without Recall	0.0	-
Faculty, Volunteer Clinical	0.2	\$268
Faculty, Volunteer Research	0.2	\$268
Non-Faculty Academics	0.8	\$1,067
Post Docs	0.8	\$1,067
Staff	0.8	\$1,067
Graduate Students	0.1	\$134

Billing Procedure for FY 16-17

1. Preliminary headcounts were sent to departments in November. Departments were asked to send in their expected headcount changes by December 1, 2015
2. Headcount snapshot was taken December 6, 2015
3. UCSF HR sends the departments' headcount and billing charges (in spreadsheets) for FY 16-17 in February.
 - a. Bills will be based on the headcount of each department identified by the Home DeptID of the employee.
 - b. **Exception:** Organized Research Units – the alternate DeptID will override home DeptID.
4. UCSF HR publishes the departments' headcount and billing charges in the SRS billing module.
5. Departments submit the funding information in the SRS billing module by July 1.
6. UCSF HR commences FY16-17 monthly billing starting Fiscal Month July.

Headcount Population Definitions

Headcount population is determined by a variety of codes.

Personnel Program Codes determine Academic vs. Staff.

CTO Codes determine Faculty vs. Non-Faculty Academics vs. Post Docs.

Paid status (an employee with a paid appointment or not) determines the Paid Faculty vs. WOS Faculty.

Title Codes determine the WOS status:

Volunteer Clinical Faculty vs. WOS Emeritus Faculty without Recall and All other WOS faculty.

The Paid Faculty population is determined by the paid status of the faculty.

If a faculty member has any paid appointment, the faculty will be considered paid faculty.

The Without-Salary (WOS) Faculty population

(Volunteer Clinical Faculty, WOS Emeritus Faculty without Recall and All other WOS Faculty) is determined by title codes. The specific title codes are shown in the table below.

References

Personnel Program Codes: <http://www.ucop.edu/payroll/DD/EDB/EDB2007.HTML>

Class Title Outline (CTO): <http://www.ucop.edu/payroll/DD/TCT/TCT1070.HTML>

CTO and Title Code table: <http://www.ucop.edu/acadpersonnel/title3.html>

	Personnel Program Code	CTO Codes (First Digit)	Paid Status	Title Codes
Paid Faculty	A	0, 1, 2, 3	Paid	
Without Salary (WOS) Faculty	A	0, 1, 2, 3	Unpaid	
Volunteer Clinical Faculty	A	0, 1, 2, 3	Unpaid	2017, 2037, 2057, 2077, 1676
*Volunteer Research Faculty (Manually determined by departments and Service Centers)	A	0, 1, 2, 3	Unpaid	3289, 3279, 3269, 3259
WOS Emeritus Faculty without Recall	A	0, 1, 2, 3	Unpaid	1132, 3249, 3800
All other WOS Faculty	A	0, 1, 2, 3	Unpaid	All other title codes
Non Faculty Academics	A	5, 6, 9, S	n/a	
Post Docs	A	CTO = 575	n/a	3252, 3253, 3254
Staff	1, 2	n/a	n/a	
Graduate Students	A	426, 436, 456	n/a	2312, 2313, 2863, 3266, 3282, 9189

Budget Office Guidance

- The UCSF HR Billing charges are reapportionments because they are mandatory charges.
- Departments cannot opt out of the charge.
- The UCSF HR Billing charges are not appropriated for federal contracts.
- The UCSF HR Billing charges are appropriate for state contracts.
- The UCSF HR Billing charges' appropriateness for other grants and contracts are determined case by case. Please contact budget office for specific guidance.

Billing Departments

- Departments are defined as DeptIDs no lower than level 4, or 2 levels below control points.
- Departments may submit as many chartstrings as desired for each of the Level 2 to Level 4 DeptIDs.

Billing NCAs

Fiscal Year 16-17:

Debit 435125 Recharge UCSF HR Billing

Credit 495125 Recharge UCSF HR Billing