

UCSF HR Billing Procedures

Billing Contacts

For all questions, please email UCSF-HR-Billing@ucsf.edu.

Fiscal Year Funding Model Changes

1. Population category rates will increase by 3% for FY19
2. Maintain population current population weightings.

FY 18-19 Population Pricing

| Population | Headcount Weight | Price for FY 18-19 |
|---|------------------|--------------------|
| Faculty, Paid | 1.0 | \$1,415 |
| Faculty, Other WOS | 1.0 | \$1,415 |
| Faculty, WOS Emeritus without Recall | 0.0 | - |
| Faculty, Volunteer Clinical | 0.2 | \$284 |
| Faculty, Volunteer Research | 0.2 | \$284 |
| Non-Faculty Academics | 0.8 | \$1,132 |
| Post Docs | 0.8 | \$1,132 |
| Staff | 0.8 | \$1,132 |
| Graduate Students | 0.1 | \$142 |
| MSP Clinicians with concomitant WOS appt. | 1.0 | \$1,415 |

Billing Procedure for FY 18-19

1. Preliminary headcounts were sent to departments in November. Departments were asked to send in their expected headcount changes by December 1, 2017
2. UCSF HR sends departments’ headcount and billing charges (in spreadsheets) for FY 18-19 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.
3. UCSF HR commences FY18-19 monthly billing starting Fiscal Month July. After June close UCSF HR publishes the departments’ headcount and billing charges in the SRS billing module in July and will enter the funding information collected May.
4. Departments are responsible for entering any funding changes into that SRS billing module that are needed after the July bill has been entered into the SRS billing module by HR Business Services.

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://ucop.edu/academic-personnel-programs/files/acad-title-codes/academic-titles-tc-sorted-cto.pdf>

| | 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 |
| MSP Clinicians | 1,2 | n/a | n/a | 0768, 0769, 0770, 0771, 0772, 0773, 0774, 0775, 0776, 0777, 0778, 9187 |

Budget Office Guidance

- The UCSF HR Billing charges are reapportionments because they are mandatory charges.
- Departments may not opt out of the charge.
- **UCSF HR Billing charges are *not* appropriate for federal contracts.**
- UCSF HR Billing charges are appropriate for state contracts.
- 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 18-19:

Debit 435125 Recharge UCSF HR Billing
 Credit 495125 Recharge UCSF HR Billing