Below is the instruction on how to fill out the salary and title code info on the RTAD form:

**UC San Diego Health**

**ACADEMIC RECALL APPOINTMENT FORM**

**Employee Information**
- **Employee ID:** [blank]
- **Name:** [blank]
- **Home Campus:** [blank]

**Pre-Retirement Information**
- **Home Dept:** Select from list
- **TC/Title/Rank:** Select from list
- **Total Negotiated Salary (TNS):** $[blank]
- **Scale/APU (at time of retirement):** N/A
- **Retirement Date:** [blank]

**Proposed Recall Appointment**
- **School:** SOM
- **Department:** Select from list
- **Up To Percent Time:** [blank]
- **Begin Date:** Begin Date must be at least 30 days after retirement date
- **End Date:** [blank]

**Covered Compensation (X, X', Y')**
- **$[blank]**
- Minimum salary rate. Range adjusted to current HSCP Scale.

**Requested Negotiated Salary:**
- **0.00%**
- **$0.00**

**Enter % Effort (i.e., 0.43) and Annual Salary to compute Actual RTAD**

**Hourly Rate:** $[blank]
- Hourly rate will be automatically calculated

**Purpose of Recall:**
- Teaching
- Administrative
- Research
- Other

**Funding Source(s):** [blank]

**Teaching Assignment:** Quarter

**Course #**

**Course Title**

**General Guideline for Recall Salary (APM 205)**
- **Options**
  - Recall with membership in HSCP
  - TC 1701
  - Recall with no membership in HSCP
  - Select from List

**Conditions**
- 43% maximum; salary rate equal to or greater than covered comp for rank/step on pre-retirement APU (X, X', Y')
- 43% maximum; salary must be covered comp rate for rank/step on pre-retirement APU (X, X', Y')

**Retiree Acknowledgement**
- I understand that my total annual recall compensation from all UC sources may not exceed a total of 43% per month, inclusive of all recall appointments.
- I understand that my appointment is contingent upon
- I understand that my recall appointment cannot begin prior to

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1) **“Title/Rank” field:**

* Go to [Employeelink.ucsd.edu](http://employeelink.ucsd.edu) and login using single Sign-on

* Select “Employee History” under Employee Reports

* Search by name or employee ID (EID)

* Click on the last/most recent “Separation” action

* Locate the latest appointment, and obtain the title code listed on that appointment (see arrow in the screen shot of “Employee History” below)

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\[Screen Shot of Employee History\]
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* Using the title code obtained, look up the associate title description from the table below, and select the choice on the RTAD form.

**LIST OF TITLE CODES**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1719</td>
<td>Assoc Prof (LR)</td>
</tr>
<tr>
<td>1721</td>
<td>Prof (LR)</td>
</tr>
<tr>
<td>1725</td>
<td>Assoc Prof (IR)</td>
</tr>
<tr>
<td>1726</td>
<td>Prof (IR)</td>
</tr>
<tr>
<td>1454</td>
<td>Assoc Prof (ClinX)</td>
</tr>
<tr>
<td>1453</td>
<td>Prof (ClinX)</td>
</tr>
<tr>
<td>1729</td>
<td>Assoc Prof (Adj)</td>
</tr>
<tr>
<td>1730</td>
<td>Prof (Adj)</td>
</tr>
<tr>
<td>1733</td>
<td>Assoc Prof (HS)</td>
</tr>
<tr>
<td>1734</td>
<td>Prof (HS)</td>
</tr>
<tr>
<td>3210</td>
<td>Assoc Research Scientist</td>
</tr>
<tr>
<td>3200</td>
<td>Research Scientist</td>
</tr>
<tr>
<td>3392</td>
<td>Assoc Project Scientist</td>
</tr>
<tr>
<td>3390</td>
<td>Project Scientist</td>
</tr>
<tr>
<td>3300</td>
<td>Specialist</td>
</tr>
<tr>
<td>1644</td>
<td>Sr. Lecturer</td>
</tr>
<tr>
<td>3393</td>
<td>Assoc Project Scientist</td>
</tr>
<tr>
<td>3391</td>
<td>Project Scientist</td>
</tr>
<tr>
<td>3300</td>
<td>Specialist</td>
</tr>
<tr>
<td>1644</td>
<td>Sr. Lecturer</td>
</tr>
</tbody>
</table>

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(ie. Thus, in the “Employee History” screen shot above, since the title code is 1721, the Title/Rank to select is **Prof (LR)**).

**NOTE:** For those with non-faculty title codes (3210, 3200, 3392, 3390, 3300, 1644), there is **no** need to fill in the “Scale/APU” field (field #3) on the RTAD form.

### 2) “Step” field:

In the **Employee History** screen, use the step info listed in the distribution line on the latest appointment (ie. in the Employee screen shot below where **ST/OA: 7**, the step is **7**).
3) "Scale/APU" field:

OPTION 1:

* In the PPS (black screen), go to "EPER" screen

* Locate the number listed in the "Academic Programmatic Unit Cd" field

* Using this number to select from the list on the RTAD form

(ie. in the screenshot of the "EPER" screen below, the Scale/APU is 3)
OPTION 2:

In the **Employee History** screen, on the record purpose (usually in the appointment 10), take the monthly amounts listed for the lines RPP and RPA and add them up, and divided by the monthly amount listed for the line RPX or STX. Then, use the table below to identify the APU/Scale based on the result.

<table>
<thead>
<tr>
<th>Monthly Amount</th>
<th>Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0.1</td>
<td>1</td>
</tr>
<tr>
<td>0.2</td>
<td>2</td>
</tr>
<tr>
<td>0.3</td>
<td>3</td>
</tr>
<tr>
<td>0.4</td>
<td>4</td>
</tr>
<tr>
<td>0.5</td>
<td>5</td>
</tr>
<tr>
<td>0.65</td>
<td>6</td>
</tr>
<tr>
<td>0.8</td>
<td>7</td>
</tr>
<tr>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td>1.25</td>
<td>9</td>
</tr>
</tbody>
</table>

(ie. in the Employee screen shot below:

- Monthly amount for RPP = 3692.67
- No monthly amount for RPA
- Monthly amount for STX = 12291.67
- \((RPP + RPA)/STX = (3692.67+0)/12291.67 = 0.3 = \text{Scale 3})\)
**4) “Retirement Date” field:**

* In the PPS (black screen), go to “ESEP” screen

* Locate the date listed in the “Anticipated Retire Date” field

* Put this date on the RTAD form

(ie. in the screenshot of the “ESEP” screen below, the retirement date is **7/1/14**)

![ESEP Screen Screenshot](image-url)
5) “*Total Negotiated Salary (TNS)” field:

There are 2 ways to look up this info.

a) via Employeelink.ucsd.edu

* On the “Employee History” screen (see below), locate the latest appointment
* Locate the distribution line that has the DOS code of either “HST”, “HBT”, “HSR”, or “NEY”
* If you can locate the distribution line that has one of these codes (NOTE: please make sure the appointment is among the most recent), use the monthly rate amount listed on this line and multiply it by 12 and this will be the annual amount to list on the RTAD form.

(ie. in the screenshot below, the rate listed with the “HST” DOS code is 22,916.67. Take this and multiply it by 12, and we will get the annual rate of $275,000).
b) via FinancialLink.ucsd.edu

* If you cannot locate any distribution line on the “Employee History” screen that has the DOS code of either “HST”, “HBT”, “HSR”, or “NEY”, then go to “FinancialLink.ucsd.edu”

* Click on “Reports”

* Click on “Payroll Reports (DOPE)”

* Click on “Distribution of Payroll Expense (DOPE) – Report”

* Under “Accounting Period”, select the month prior to the separation month (ie. if employee retired on 6/28/14, then the prior month to select would be May 1, 2014). NOTE: if the employee retired during the month of July, please check with the CT unit to help look up this info.

* Under “Thru:”, select the last date of the prior month (ie. May 31, 2014).

* Under “Emp. ID:”, enter the employee ID

* Click “Submit Form”

* Try to look for the line that has the DOS code of either “HST”, “HBT”, “HSR”, or “NEY” and take the rate amount on this line to multiply by 12 (ie. 14,416.67 x 12 = $173,000 in the below screenshot).

* If there is no line that has the DOS code of either “HST”, “HBT”, “HSR”, or “NEY”, then:

  → Add up the “Hours/Percent” column (ie. 0.0850 + 0.1665 + 0.0585 + 0.20 = 0.51 in the above screenshot)

  → Look for the total listed under “Gross” column on the “Sub 0 Employee Payroll Distribution Total” row (ie. 7,352.51 in the above screenshot)

  → Take the total from “Gross” column and divided by the total “Hours/Percent” and multiplied by 12. (ie. 7,352.51/0.51 x 12 = $173,000 in the above screenshot)
6) “Covered Compensation (X, X’, Y’)” field:

* Use the “Title/Rank” and “Step” and “APU” info we have previously looked up

* Trace the annual amount on the Health Sciences Faculty Salary Scales (see screenshot below) by go down the row to locate the “Rank”, look on the next column to locate the “Step”, then go across to locate the appropriate “Scale”.

NOTE: This amount is the minimum amount the “Requested Annual Salary” has to be at.

(i.e. for Prof, step 7, APU 3 → go down the row to locate “Professor” under the “Rank” column and “step VII” under “Step” column, then look across to go to “Scale 3”, to locate the annual amount of $197,500).

<table>
<thead>
<tr>
<th>UCSD Scales</th>
<th>Health Sciences Faculty Salary Scales</th>
<th>3% Range Adjusted, effective 7/1/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Sciences Compensation Plan (HSCP)</td>
<td>X Scale 0</td>
<td>X + X’ Scale 1</td>
</tr>
<tr>
<td>Instructor</td>
<td></td>
<td>57,600</td>
</tr>
<tr>
<td>Asst Prof</td>
<td>I</td>
<td>66,800</td>
</tr>
<tr>
<td></td>
<td>II</td>
<td>70,800</td>
</tr>
<tr>
<td></td>
<td>III</td>
<td>74,700</td>
</tr>
<tr>
<td></td>
<td>IV</td>
<td>79,000</td>
</tr>
<tr>
<td></td>
<td>V</td>
<td>82,900</td>
</tr>
<tr>
<td></td>
<td>VI</td>
<td>86,900</td>
</tr>
<tr>
<td>Assoc Prof</td>
<td>I</td>
<td>83,000</td>
</tr>
<tr>
<td></td>
<td>II</td>
<td>87,000</td>
</tr>
<tr>
<td></td>
<td>III</td>
<td>91,800</td>
</tr>
<tr>
<td></td>
<td>IV</td>
<td>97,500</td>
</tr>
<tr>
<td></td>
<td>V</td>
<td>105,100</td>
</tr>
<tr>
<td>Professor</td>
<td>I</td>
<td>97,600</td>
</tr>
<tr>
<td></td>
<td>II</td>
<td>105,200</td>
</tr>
<tr>
<td></td>
<td>III</td>
<td>112,800</td>
</tr>
<tr>
<td></td>
<td>IV</td>
<td>121,000</td>
</tr>
<tr>
<td></td>
<td>V</td>
<td>129,700</td>
</tr>
<tr>
<td></td>
<td>VI</td>
<td>140,400</td>
</tr>
<tr>
<td></td>
<td>VII</td>
<td>151,900</td>
</tr>
<tr>
<td></td>
<td>VIII</td>
<td>164,500</td>
</tr>
<tr>
<td></td>
<td>IX</td>
<td>178,200</td>
</tr>
</tbody>
</table>
7) "Requested Annual Salary" field:

The requested annual salary depends on the negotiation between the department and the employee but it has to be:

- at least the same as the amount listed in the "Covered Compensation (X, X', Y')" field, and
- can be as high as the amount in the "*Total Negotiated Salary (TNS)" field.

Thus, the range is:

"Covered Compensation (X,X',Y')" \(\leq\) Requested Annual Salary \(\leq\) "*Total Negotiated Salary (TNS)"

In the case where the amount in the "*Total Negotiated Salary (TNS)" field is lower than the amount in the "Covered Compensation (X, X', Y')" field, then the "Requested Annual Salary" will have to be the same as the "Covered Compensation (X,X',Y')" field.

NOTE: the "Requested Annual Salary" amount cannot be less than the "Covered Compensation (X, X', Y')" amount.

8) "Title Codes" field:

- If the "Title/Rank" field has one of the 6 following non-faculty titles:
  - 3210 = Assoc Research Scientist
  - 3200 = Research Scientist
  - 3392 = Assoc Project Scientist
  - 3390 = Project Scientist
  - 3300 = Specialist
  - 1644 = Sr. Lecturer

  then select the title code \(\rightarrow\) Non-Faculty Academics (TC 3802) or Non-Faculty Academics NEXT (TC 3812).

- For the employee that has the "Title/Rank" outside of the 6 non-faculty titles listed above and
  - the "Purpose of Recall" field only selected “Teaching”

  then select the title code \(\rightarrow\) Non-HSCP Recall Faculty Teaching Only (TC 1700).

- For the employee that has the "Title/Rank" outside of the 6 non-faculty titles listed above and
  - the "Purpose of Recall" field is selected with other choices (not just “Teaching”)

  then select the title code
  - \(\rightarrow\) Non-HSCP Recall Faculty (TC 1702) if the employee will have no membership in HSCP (not eligible for Z)
  - \(\rightarrow\) HSCP Recall Faculty (TC 1701) if the employee will have membership in HSCP (eligible for additional Z)

9) "Funding Source(s)" field:

If the Request Annual Salary is higher than the NIH allowable rate on the index, then the department can indicate next to the index what rate it should be pay at. They can then supplement the cap gap on another index or can just indicate “no cap gap".