Job Aid

Faculty Recruitment and Housing Allowance

There have been some questions from departments regarding Faculty Recruitment and Housing Allowances after the March 2019 UCPATH conversion.

Faculty Recruitment and Housing Allowances are being paid as a one time payment(s) on their primary appointment in UCPATH with Earn code FRA. A one time payment(s) can charged to a different COA than the one that is linked to their primary appointment.

Faculty Recruitment and Housing Allowance can be set as recurring pay additional pay, however it will be paid from the COA listed for their primary appointment and a direct retro will need to be processed to change the funding. We recommend submitting multiple one time payments when we need to have recurring Faculty Recruitment and Housing Allowance payments to ensure it is charged to the COA provided by the department.

Position numbers under DOS code AHA/Title code 3993 are NO longer required.

Following are the steps to request a Faculty Recruitment and Housing allowance:

1) Open a SN ticket: Academic (All Titles): Additional Compensation
2) Request the Faculty Recruitment or Housing allowance for the respective faculty and provide the following:
   A. Request a one time payment(s) on their primary appointment in UCPATH
      a. If you would like multiple one time payments please provide dates you would like the payments to be paid
   B. UCPATH EARN CODE: FRA
   C. Include the COA to use for these payment(s)
   D. Specify the dollar amount of the one-time payment(s)
   E. Please specify payment to be paid on or off cycle.

Please note:

We recommend that payments be scheduled to be paid on their primary on cycle pay date. However, this transaction can be requested to be paid off cycle. Please be specific if on or off cycle payment transaction.

If the monthly amount paid is $50k or more, there may be tax implications, so we recommend the AP Analyst in the department encourage potential recipients to seek counsel from their tax professional.

See next page for examples of two general ledger financial reports that show the end result of how the REG pay and the separate FRA pay will appear on the general ledger after it's been processed in UC Path. REG pay gets the FTE %s, and FRA is issued as a lump sump with no %s attached.

General Ledger Detail

For column definitions, formulas and other notes please access the Finance wiki.
Data includes activity through Accounting Period 09 - Mar,10 - Apr,11 - May,12 - Jun in Fiscal Year 2018-19.

Accounting Period - Desc	Dept ID - Desc	Fund - Desc	Account - Desc	Journal Date	Document ID	Description	Detailed Description	Reference	Approver Name	Preparer Name	Authorized Budget Amount	Encumbrance Amount	Actuals Amount
11 - May	▮	36185 - STONE, IRVING & JEAN FUND	50200 - Academic Salaries & Wages	5/16/2019	UCP1000726	▮	ASST PROF-AY	FRA			$0.00	$0.00	$5,970.00
11 - May	▮	68600 - Campus General Funds	50200 - Academic Salaries & Wages	5/16/2019	UCP1000726	▮	ASST PROF-AY	FRA			$0.00	$0.00	$53,730.00
Grand Total											**$0.00**	**$0.00**	**$59,700.00**

Prompts - GL Detail
and Transaction Detail
and Account Group is equal to **Revenues** , **Operating Transfers** , **Compensation Expenses** , **Non-Compensation Expenses** , **Changes in Funding Balance** , **Beginning Funding Balance** , **Other**
and CASE WHEN Fiscal Accounting Prd = 0 THEN '00 - Beg' ELSE Actg Prd Mo Name Concat END is equal to **09 - Mar** , **10 - Apr** , **11 - May** , **12 - Jun**
and Exclude CGA Revenue
and   Dept ID is equal to **12925**
    and Business Unit Code Desc Concat is equal to **1 - UC Berkeley**
    and Fund Code Id is equal to **36185** , **68600**
    and Fiscal Cal Yr Nm is equal to **2018-19**
    and Account Tree Nm is equal to **BFS_ACCOUNT**
    and Account Code Id is equal to **50200**
    and Fund Level2 Desc is equal to **Current Funds**
and Global - Summary Acct

Exclude C&G Revenue = Y

General Ledger Detail

For column definitions, formulas and other notes please access the **Finance wiki**.
Data includes activity through Accounting Period 09 - Mar,10 - Apr,11 - May,12 - Jun in Fiscal Year 2018-19.

Accounting Period - Desc	Dept ID - Desc	Fund - Desc	Account - Desc	Journal Date	Document ID	Description	Detailed Description	Reference	Approver Name	Preparer Name	Authorized Budget Amount	Encumbrance Amount	Actuals Amount
09 - Mar	███	19900 - GENERAL FUNDS	50200 - Academic Salaries & Wages	3/31/2019	UCPAY98669	███	ASST PROF-AY	100.00% REG			$0.00	$0.00	$7,100.00
10 - Apr	███	19900 - GENERAL FUNDS	50200 - Academic Salaries & Wages	4/30/2019	UCP0999995	███	ASST PROF-AY	100.00% REG			$0.00	$0.00	$7,100.00
███	███	███	███	███		███	███	███			███	███	███
███	███	███	███	███		███	███	███			███	███	███
11 - May	███	19900 - GENERAL FUNDS	50200 - Academic Salaries & Wages	5/31/2019	UCP1001505	███	ASST PROF-AY	100.00% REG			$0.00	$0.00	$7,100.00
Grand Total											**$0.00**	**$0.00**	**$21,300.00**

Prompts - GL Detail
and Transaction Detail
and Account Group is equal to **Revenues** , **Operating Transfers** , **Compensation Expenses** , **Non-Compensation Expenses** , **Changes in Funding Balance** , **Beginning Funding Balance** , **Other**
and CASE WHEN Fiscal Accounting Prd = 0 THEN '00 - Beg' ELSE Actg Prd Mo Name Concat END is equal to **09 - Mar** , **10 - Apr** , **11 - May** , **12 - Jun**
and **Exclude CGA Revenue**
and Dept ID is equal to ███
   and Business Unit Code Desc Concat is equal to **1 - UC Berkeley**
   and Fund Code Id is equal to **19900**
   and Fiscal Cal Yr Nm is equal to **2018-19**
   and Account Tree Nm is equal to **BFS_ACCOUNT**
   and Account Code Id is equal to **50200**
   and Fund Level2 Desc is equal to **Current Funds**
and **Global - Summary Acct**

Exclude C&G Revenue = Y