UC Irvine

Notes to Employee Reports

1. Employee reports are based on each employee’s primary appointment in the campus payroll/personnel system. Most campus employees have only one appointment which, by definition, is the primary appointment. For employees having two or more concurrent appointments, the payroll/personnel system marks one of them as the primary appointment.

   1.1. In determining which appointment should be identified as the primary appointment, the payroll/personnel system uses these criteria:
       1.1.1. a current appointment is selected over a future appointment that is not yet in effect;
       1.1.2. if all appointments are current, a permanent appointment is selected over a temporary appointment (or, if all are temporary, the one with the ending date farthest in the future is selected);
       1.1.3. if all appointments are of the same type, the appointment with the highest percent of FTE is selected;
       1.1.4. if all appointments have the same percent of FTE, the appointment with the highest pay rate is selected; and
       1.1.5. if all appointments have the same pay rate, the appointment with the lowest account number is selected.

2. Employee location (within the campus organizational hierarchy) is based on the home department of the primary appointment.

   2.1. On All Employee reports, employees with a primary appointment in the UCI Medical Center (UCIMC) are separated out from those with appointments on the General campus.
   2.2. On Teaching Faculty reports, employees with primary appointments in Nursing Science, Medicine or UCIMC are reported under Health science. All other employees are reported as part of the General campus.

3. Unless otherwise indicated in the report title, employee reports exclude Emeriti appointments for faculty who are retired.

4. Unless otherwise indicated in the report title, reports include all employees who were either on active status or on paid or unpaid leave on the date that each quarterly snapshot was taken.

   4.1. Unless otherwise indicated in the report title, counts are unduplicated (for those employees with more than one appointment).
   4.1.1. For FTE reports, only the FTE of the primary appointment is used (for employees with more than one appointment).
   4.2. Quarterly census (snapshot) dates are:
       4.2.1. October 31st for Fall Quarter and Fall Semester;
       4.2.2. January 31st for Winter Quarter;
       4.2.3. April 30th for Spring Quarter; and
       4.2.4. July 31st for Summer.

5. Employee reports may include student employees only, non-student employees only, or both. Student employees are employees who are also registered students at UC Irvine. Non-student employees are not registered as students at UCI.

6. Employee reports may include “UC paid” employees only, “not UC paid” employees only, or both.

   6.1. “Not UC paid” are most often reported as “Without UC Salary”. These employees are (a) individuals working at UC Irvine but paid from a third-party source that does not pass through the campus payroll system, or (b) individuals working with no salary from UCI funding sources. Postdoctoral researchers with their own fellowships (e.g., a Sloan Foundation fellowship) are an example of the former, and clinical volunteer faculty in the School of Medicine are an example of the latter.
   6.2. UC paid employees receive salaries or wages through UCI’s payroll system, from whatever funding source (e.g., campus funds, local funds, state funds, clinical revenue, or State/Federal/private extramural research funds).

7. Employee appointments are generally divided into two major categories: academic and (non-academic) staff; employee categorization is based on job classification (CTO code). CTO codes group titles together into classification categories.

8. Academic appointments are divided into “teaching faculty” and “other academic” categories.

   8.1. Teaching faculty includes:
       8.1.1. Ladder rank faculty (i.e., Assistant Professors, Associate Professors, Professors);
       8.1.2. Acting rank faculty (e.g., Acting Professor (Non-Senate));
       8.1.3. Lecturers, including both (potential) security of employment and unit-18/adjunct lecturers; and
       8.1.4. Other faculty, including Adjunct Professors, Professors in Residence, Visiting Professors, Instructional Assistants, Clinical Professors, and Professors of Clinical.

   8.2. Other academic includes Academic Administrative Officers, such as Deans and Directors; Librarians; Research professionals; Student Assistants (e.g., Research Assistants, Residents); University Extension; and Other, Miscellaneous Academic Personnel.

9. Staff are generally presented together in reports, but may be broken out into “Career” and “Non-Career” appointments.

   9.1. Career employees have appointments at 50 percent or more of full-time, lasting a minimum of one year.
   9.2. Non-Career appointments include four categories of employees:
       9.2.1. “Casual” staff have appointments at less than 50 percent of full-time, or whose appointments are for less than one year.
       9.2.2. “Casual-restricted” staff are students employed in non-academic titles, regardless of the percent of full-time or the duration of their appointments.
       9.2.3. “Contract” staff have appointments for a definite period of time, with terms and conditions of employment specified in a written employment contract.
       9.2.4. “Floaters” staff are employees in temporary pools who may be appointed at any percent of full-time for a duration of up to two years.
       9.2.5. “Per Diem” employees are staff who serve on an “as needed” basis.