

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. "Floater" 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.