

October 11, 2016

Central  
Administration  
of the University of  
Puerto Rico

DIRECTORS AND OFFICERS OF HUMAN RESOURCES



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Acting Director



**SERVICES CARRIED OUT BY EMPLOYEES IN OTHER INSTITUTIONAL  
UNITS AND UNIVERSITY CAMPUSES (SUPRA CAMPUS TASKS)**

The concept of supra campus refers to the services provided by a teaching or non-teaching employee in another institutional unit or campus other than the unit to which he/she belongs. To clarify the procedure to be followed when processing these personnel actions, we establish the following guidelines:

1. The supra campus unit (the one that will pay for the services that the employee of another institutional unit will perform) will send a communication to the unit to which the employee belongs. Said communication will request the approval of the nominating authority for the required services, be it academic offload, summer pay, additional compensation, non-teaching incentive, among other actions.
2. The appointing authority of the supra campus, or the person in which this task is delegated, will sign the application. If the employee's services are required for participation in a project, the Principal Investigator (PI) of the projects that require the service will also sign if appropriate.

The information that accompanies the application must include the following data as appropriate. They can be indicated in an attached document.

- Full name of the employee
- Faculty, Office or Department to which the employee belongs
- Employee number
- Summary of the tasks that the employee will carry out in the supra campus
- Number of hours per week, per month or the percentage of effort that the employee will devote to these tasks
- Faculty, Office or Department for which the employee will work in another unit or campus

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I, Juan E. Segarra, USCCI #06-067/translator, certify that the foregoing is a true and accurate translation, to the best of my abilities, of the document in Spanish which I have seen.

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(SUPRA CAMPUS TASKS)


Page 2

- The date of effectiveness and termination of requested services
- The specific method of remuneration: academic offload, summer salary, additional compensation, non-teaching incentive, etc.
- The frequency of payment: fortnightly, monthly, at the end of the period, by certification of tasks, by agreement, etc.
- Account(s) number(s) in the supra campus with the corresponding distribution
- Certification of availability of funds by the supra campus
- Signature of the Nominating Authority of the supra campus
- Other information that is relevant to the transaction

If the employee's participation is required for a project, it must also include:

- Full name of the project
  - Award number assigned by sponsoring agency
  - Catalog of Federal Domestic Assistance (CFDA) of the project
  - Agency sponsoring the project
  - Type of fund used to pay the academic offload, summer salary or payment element as appropriate
  - Percent of effort that the investigator/employee will dedicate
  - Signature of Principal Investigator and Nominating Authority
3. After the nominating authority of the base unit authorizes the provision of services in the supra-campus unit, documents will be referred to the Office of Human Resources of the unit to which the employee belongs to proceed with the preparation of the corresponding Notification of Change and Transaction of Personnel for the payment to be made.
  4. Once the form is completed with the appropriate signatures, the authorized official in the Human Resources Office of the base unit will make the appropriate payment element entries in the record of the employee using the Oracle HRMS system. Then, the form will be referred to the Payroll Office for payment processing.
  5. In most of these cases, the employee will not be paid the personnel action from the default account. Therefore, the authorized official in the Office of Human Resources will send the Notification of

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Page 2

Change and Transaction of Personnel to the Office of Budget, Finance or External Resources for the registration of the corresponding schedule. For these cases, after the schedule is recorded, the documents will be referred to Payroll for payment processing.

6. Once the personnel action is processed, a copy of the Notification of Change and Transaction of Personnel will be sent to the supra campus unit for reference and file.

Administrative Bonus


In cases where an administrative bonus is authorized for teaching staff to perform tasks that constitute a position of trust, the primary assignment of the employee will be the position of trust independently of the percentage of work that the employee devotes to these tasks. Note that the administrative bonus granted to teaching staff will be part of their institutional base salary, which means that in addition to this, he/she continues to receive his/her teaching salary according to the appropriate salary scale.

When the administrative bonus is to perform functions corresponding to a position of trust in another institutional unit or campus (supra campus), the authorized official in the Office of Human Resources of the Unit supra campus will process and register this personnel action in the Oracle HRMS system.

For these cases, the following procedure must be followed:

1. The supra campus unit (which will pay for the services that the employee of another institutional unit will perform) will send a communication to the employee's base unit to request the approval of the appointing authority for the services required through an administrative bonus. For these cases, an academic offload will be necessary for the teaching employee.
2. The appointing authority of the supra campus, or the person in which this task is delegated, will sign the communication. The information that accompanies the application must include the following data as appropriate.
  - Full name of the employee
  - Faculty, Office or Department to which the employee belongs
  - Employee number
  - Summary of the tasks that the employee will carry out

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(SUPRA CAMPUS TASKS)

Page 2

- Number of hours per week, per month or the percentage of effort that the employee will devote to these tasks
  - Faculty, Office or Department for which the employee will work in another unit or campus
  - Date of effectiveness and termination of requested services
  - Specification that the tasks will be paid through the administrative bonus mechanism
  - Requested academic offload
  - Account from where the services will be paid
  - Signature of the Nominating Authority
  - Other information that is relevant to the transaction
3. After the appointing authority of the base unit authorizes the provision of the employee's services in the supra campus unit, it will refer the communication of authorization to the Nominating Authority and to the Human Resources Office of the supra campus unit, as appropriate, to proceed with the processing of personnel action.
  4. The authorized official in the supra campus Office of Human Resources will prepare the Notification of Change and Transaction of Personnel LD-T002 with the necessary data for the distribution of salaries and preparation of schedule. This notification is because the employee will not be paid the full salary from the default account of the organization to which he/she belongs.
  5. Once the form is completed with all the corresponding signatures, the official authorized in the supra campus Office of Human Resources (called "super user") will enter in the employee's record the assignment of the position of trust that he/she will have. In the salary screen, the authorized official will enter the component of the administrative bonus with the amount that will be paid.
  6. Then, the form will be referred to the Office of Budget, Finance or External Resources for the distribution of salaries and preparation of schedules.
  7. After completing the salary and schedules distribution process, the documents will be referred to Payroll for payment processing.
  8. A copy of the Notice of Change and Transaction of Personnel will be sent to the employee's base unit for reference and filing.

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Page 2


In the cases in which the administrative bonus does not constitute tasks related to a position of trust, one will proceed with the processing of the transaction as applied for the other salary components in the Oracle HRMS system. The options are as follows: Salary increases granted, five-year retained, extra income, academic preparation bonus, among others.

Effective communication should be maintained between the personnel of the Human Resources Offices of the institutional units in which the employee provides services to ensure that no change affects the original contract of the employees or the supra campus tasks that they perform.

We appreciate your faithful adherence to these guidelines.

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