EDB Entry Instructions for Summer Sessions Hires
Summer 2018

Academic departments enter Summer Sessions appointments in EDB (the Online Employee Database System). The hiring process for Summer Sessions instructors is the same as for other academic appointments, except for some variations in the way the appointment is entered in the EAPP screen (explained below). You may enter Summer Sessions appointments online in EDB at any time.

For new hires, follow the guidelines in the EDB Entry/Update User Guide beginning with section C2.0. For rehires see section C4.0. For continuing UCLA instructors, you may go directly to the EAPP screen (described below); see section B1.0 for detailed descriptions of EAPP fields.

To ensure processing in time for Summer Session pay dates, we recommend that you enter routine appointments by the Friday before classes start for each session. For those whom you need to hire during the first week of classes (such as new hires and TAs based on enrollment), enter hires by Tuesday of the first week of each session:

Session	Enter routine appointments by	Enter in-person appointments by
A Session	June 22, 2018	June 26, 2018
C Session	August 3, 2018	August 7, 2018

In addition to entering the appointment in EDB, you must also schedule payments for faculty and TAs in PTR (the Online Payroll Time Reporting System).

Summer Sessions 2018 dates:

Session	Begin date	End date
A	062518	080318
8wk	062518	081718
9wk	062518	082418
10wk	062518	083118
C	080618	091418

Apprentice title codes and titles:

Title code	Title	Appears in EDB as
2310	Teaching Assistant	TEACHING ASSISTANT - GSHIP
1506	Teaching Associate	ASSOC IN __ -9-MO - 1/9-GSHIP
2300	Teaching Fellow	TEACHING FELLOW - GSHIP

2018 pay rates for TAs:

	Six-week session	*Eight-week session*	*Nine-week session*	*Ten-week session*
Teaching Assistant				
50% time (1 course)	3756.00	5006.00	5634.00	6258.00
100% time (2 courses)	7512.00	10012.00	11268.00	12516.00
Teaching Associate				
50% time (1 course)	4192.00	5588.00	6288.00	6984.00
100% time (2 courses)	8384.00	11176.00	12576.00	13968.00
Teaching Fellow				
50% time (1 course)	4402.00	5870.00	6603.00	7338.00
100% time (2 courses)	8804.00	11740.00	13206.00	14676.00

EAPP Screen Entry for Summer Sessions Appointments

Appointment

To add a new appointment, go to the command line at the bottom of the EAPP screen to the right of the arrow (===>). Type "Add appt" and press the enter key.

Field(s)	**Hire Type** (Faculty, TA, Hourly, All)	**What to Enter**
Action	All hire types	For additional employment, enter 13. Leave blank for new hires and rehires (the action code for them is system-derived).
Pgm	All hire types	The program code is system-derived so you may leave this field blank. When you update, it will change to "A" for academic.
Typ	All hire types	The type code is "5" for "academic."
Bas, Pd Ovr	Faculty	Leave blank.
	TA	Enter 9 over 9.
	Hourly	Leave blank.
Appt Begin	All hire types	Enter the date that the Summer Sessions appointment begins, usually the first day of the session. All dates are entered in 6-digit format with no spaces or non-numeric characters: MMDDYY.
Appt End	All hire types	Enter the date that the Summer Sessions appointment ends, usually the last day of the session.
Dur, Dept	All hire types	Leave blank.
Title	All hire types	Enter the title code for the appointment.

Grade, %Full	Faculty	Leave blank.
	TA	Leave blank.
	Hourly	Enter percent time in %Full field.
F/V	Faculty	Enter "F" (fixed).
	TA	Enter "F" (fixed).
	Hourly	Enter "V" (variable).
Ann/Hr Rate	All hire types	Leave blank (this field is system-derived).
Rt, Sch, Time, Lv	Faculty	Enter "B," "MO," "Z," "N." (For WOS appointments, leave Rt and Sch blank; enter "W" for Time, and "N" for Lv.)
	TA	Enter "B," "MO," "Z," "N."
	Hourly	Enter "H," "BW," "Z," "N."

Distribution		
Enter one distribution per session. To add a distribution, go to the command line at the bottom of the EAPP screen to the right of the arrow (===>). Type "Add dist" and press the enter key.		

Field(s)	Hire Type (Faculty, TA, Hourly, All)	What to Enter
Actions	All hire types	Leave blank.
L	All hire types	Enter "4."
Acct	All hire types	Enter the Summer Sessions account number assigned to your department: 409*xxx*.
CC	All hire types	Leave blank.
Fund	All hire types	The fund in even-numbered calendar years is 20290; in odd-numbered years 20291. Travel Study Programs use funds 20298 and 20299. Special Programs use funds 20288 and 20289.
Proj	All hire types	Leave blank (except for Travel Study and Special Programs which are assigned a project code).
Sub	Faculty	Enter "7."
	TA	Enter "2."
	Hourly	Enter "5."
FTE, Dis %	Faculty	Leave blank.
	TA	Leave blank.
	Hourly	Enter the percent time in Dis %
Pay Begin	All hire types	Enter the date that the distribution begins, usually the first day of the session. All dates are entered in 6-digit format with no

		spaces or non-numeric characters: MMDDYY.
Pay End	All hire types	Enter the date that the distribution ends, usually the last day of the session.
Step, O/A	Faculty	Leave blank.
	TA	Leave blank.
	Hourly	Enter step.
Rate/Amount	Faculty	Enter the portion of the stipend to be paid in this distribution (if this is the only distribution, enter the full stipend).
	TA	Enter the portion of the stipend to be paid in this distribution (if this is the only distribution, enter the full stipend).
	Hourly	Enter the hourly rate to four decimal places.
DOS	Faculty	Enter "SSC" for regular faculty, and "SST" for Lecturers in Summer Sessions and visiting faculty.
	TA	Enter "SST."
	Hourly	Enter "REG."
PRQ, DUC, WSP	All hire types	Leave blank.

BYH distribution

A distribution with the DOS code BYH also needs to be added for ACA (Affordable Care Act) tracking purposes.

To add a BYH distribution,
- copy the existing payroll distribution;
- change the description of service code to BYH in the copied distribution;
- add the percent time in the Dis % field of the copied distribution.

Calculating the percent time

By pay amount. In most cases, the percent time is the percent of the full-time payment that the stipend represents. For example, if full-time pay is $10,000, and actual pay is $10,000, the percent of full time is 100%. If actual pay is $5,000 (half of $10,000), the percent of full time is 50%.

By percent of annual. For example, the full time percent of annual in six weeks is 17%. If actual pay is 17% of annual in six weeks, the percent of full time is 100%. If actual pay is 8.5% of annual in six weeks (which is half of 17%), the percent of full time is 50%.

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By number of units. The full time number of units is 8. If the instructor is teaching 8 or more units in a session, the percent of full time is 100%. If the instructor is teaching 4 units, the percent of full time is 50%.

Be sure to add the BYH distribution, then in the PTR system using either the EDAP or EDLR screens.

Sample lecturer appointment for one class in Session A:

```
PPEAPP0-E0907                  EDB Entry/Update              05/01/18 09:45:30
05/01/18 08:30:00       Appointments/Distributions          Userid:  ABCDE
ID: 100234567 Name: RIEBER,HEDRICK H         SSN: 123-45-6789 Pri Pay: MO


Appt    Actions  Pgm Typ Bas Pd Ovr   Appt Begin  Appt End Dur Dept
10      13         5                    062518      080318
Title                                   Grade %Full F/V Ann/Hr Rate  Rt Sch Time Lv
1550 LECTURER IN SUMMER SESSION                      F     4539.17    B  MO    Z    N

Dist   Actions  L  Acct  CC Fund  Proj   S                            FTE   Dis %
11              4 409xxx    20290         7    SUMMER SESSION-ASTROLOG
       Pay Begin  Pay End  Step  O/A  Rate/Amount  DOS  PRQ  DUC  WSP
       062518     080318               4539.17     SST

Dist   Actions  L  Acct  CC Fund  Proj   S                            FTE   Dis %
12              4 409xxx    20290         7    SUMMER SESSION-ASTROLOG         0.5000
       Pay Begin  Pay End  Step  O/A  Rate/Amount  DOS  PRQ  DUC  WSP
       062518     080318               4539.17     BYH

Next Func:     ID:         Name:                            SSN:
U0001  Input accepted
===>
PF:  1-Help     2-Jump                              5-Cancel
PF:                      9-Update
```

More samples below.

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Sample TA appointment:

```
PPEAPP0-E0907              EDB Entry/Update              05/01/18 09:45:30
05/01/18 08:30:00     Appointments/Distributions        Userid:  ABCDE
ID: 100234567 Name: RIEBER,HEDRICK H          SSN: 123-45-6789 Pri Pay: MO


Appt   Actions  Pgm Typ Bas Pd Ovr   Appt Begin  Appt End Dur Dept
10     13           5  9      9        062518      080318
Title                              Grade %Full F/V Ann/Hr Rate  Rt Sch Time Lv
2310 TEACHING ASSISTANT - GSHIP              F     3756.00    B  MO   Z   N

Dist   Actions   L  Acct  CC Fund  Proj   S                         FTE   Dis %
11              4 409xxx   20290           2    SUMMER SESSION-ASTROLOG
      Pay Begin  Pay End  Step  O/A  Rate/Amount  DOS  PRQ  DUC  WSP
       062518     080318              3756.00     SST

Dist   Actions   L  Acct  CC Fund  Proj   S                         FTE   Dis %
12              4 409xxx   20290           2    SUMMER SESSION-ASTROLOG        0.5000
      Pay Begin  Pay End  Step  O/A  Rate/Amount  DOS  PRQ  DUC  WSP
       062518     080318              3756.00     BYH


Next Func:     ID:          Name:                       SSN:
U0001  Input accepted
===>
PF:  1-Help     2-Jump                            5-Cancel
PF:                        9-Update
```

Sample appointment for one class in Session A and two classes in Session C:

```
PPEAPP0-E0907              EDB Entry/Update              05/01/18 09:45:30
05/01/18 08:30:00     Appointments/Distributions        Userid:  ABCDE
ID: 100234567 Name: RIEBER,HEDRICK H          SSN: 123-45-6789 Pri Pay: MO


Appt   Actions  Pgm Typ Bas Pd Ovr   Appt Begin  Appt End Dur Dept
10     13           5             062518      091418
Title                              Grade %Full F/V Ann/Hr Rate  Rt Sch Time Lv
1550 LECTURER IN SUMMER SESSION           F    13617.51    B  MO   Z   N

Dist   Actions   L  Acct  CC Fund  Proj   S                         FTE   Dis %
11              4 409xxx   20290           7  SUMMER SESSION-ASTROLOG
      Pay Begin  Pay End  Step  O/A  Rate/Amount  DOS  PRQ  DUC  WSP
       062518     080318              4539.17     SST

Dist   Actions   L  Acct  CC Fund  Proj   S                         FTE   Dis %
12              4 409xxx   20290           7  SUMMER SESSION-ASTROLOG
      Pay Begin  Pay End  Step  O/A  Rate/Amount  DOS  PRQ  DUC  WSP
       080618     091418              9087.34     SST


Next Func:     ID:          Name:                       SSN:
U0001  Input accepted
===>
PF:  1-Help     2-Jump                            5-Cancel
PF:                        9-Update
```

```
PPEAPP0-E0907              EDB Entry/Update              05/01/18 09:45:30
05/01/18 08:30:00      Appointments/Distributions      Userid:  ABCDE
ID: 100234567 Name: RIEBER,HEDRICK H       SSN: 123-45-6789 Pri Pay: MO


Appt   Actions  Pgm Typ Bas Pd Ovr   Appt Begin  Appt End Dur Dept
10     13           5                 062518      091418
Title                                 Grade %Full F/V Ann/Hr Rate  Rt Sch Time Lv
1550 LECTURER IN SUMMER SESSION               F   13617.51    B  MO   Z   N

Dist  Actions  L  Acct  CC Fund  Proj   S                      FTE   Dis %
13             4 409xxx    20290        7    SUMMER SESSION-ASTROLOG         0.5000
      Pay Begin  Pay End  Step  O/A  Rate/Amount  DOS  PRQ  DUC  WSP
      062518     080318              4539.17      BYH

Dist  Actions  L  Acct  CC Fund  Proj   S                      FTE   Dis %
14             4 409xxx    20290        7    SUMMER SESSION-ASTROLOG         1.0000
      Pay Begin  Pay End  Step  O/A  Rate/Amount  DOS  PRQ  DUC  WSP
      080618     091418              9087.34      BYH


Next Func:      ID:          Name:                        SSN:
U0001  Input accepted
===>
PF:  1-Help     2-Jump                          5-Cancel
PF:                       9-Update
```