

2024-25 Negotiated Salary Trial Program (NSTP)

Fund Manager Verification Form - Submission deadline: May 1, 2024

Negotiated Salary Trial Program Information:

Negotiated Salary Component (NSC)

- Funding for the NSC must be available for use and remain in place from July 1, 2024 to June 30, 2025.
- The NSC may be covered by multiple eligible fund sources.
- NSC Funding must come from external funds. State (19xxx) funds or other internal funds (e.g. discretionary funds located in the department, division or campus; overhead funds) may not be used to cover any portion of the NSC.

Contingency Funding

- Contingency fund contribution must be at least 10 percent of the total NSC, plus benefits
- State (19xxx) funds may be used to cover contingency fund contribution

NSTP and Salary Caps

- If the proposed total UC Salary is above the posted salary cap for any fund source identified on the NSTP form, a fund source for the “over the cap amount” must be included.
- Participants of the NSTP must fully fund “over the cap amounts” in order to participate in the program.
- State-appropriated general funds may not be used to fund the cap gap.

Other

- Workforce reductions to confer funding eligibility for the NSTP are prohibited
- Participation in the NSTP is independent of Summer Salary utilization

Instructions Provide the information requested below for each NSTP Request forwarded to you by Academic Personnel

REQUESTOR'S NAME:	EMPLOYEE ID:	TITLE/RANK/STEP:	APPT %:
DEPARTMENT:		Division:	Choose an item.

Request Summary

Academic Year Appointment

Fiscal Year Appointment

Annual Base Salary (SBS): <i>Enter the requestor's professional salary – do not include summer comp, administrative pay/stipends, or current NSTP compensation</i>	
Negotiated Salary Percentage (30% max): <i>Enter a percentage here and the actual dollar amount will calculate below. If you do not know what percentage is requested, enter the dollar amount in the cell for “Negotiated Salary Component” (below) and the percentage will calculate here.</i>	
Negotiated Salary Component (NSC): <i>Enter a dollar amount here and the percentage will automatically calculate above. If you do not know what dollar amount is requested, enter the percentage in the cell for “Negotiated Salary Percentage” (above) and the dollar amount will calculate here.</i>	
Total UC Salary (TUCS) Rate: <i>Automatically calculated: Annual Base Salary + Negotiated Salary Component</i>	
Summer Salary Rate: <i>Automatically calculated: AY=Total UC Salary (TUCS) ÷ 9 ; FY=Total UC Salary (TUCS) ÷ 11</i>	
Total Number of Ninths/Months: Do not leave blank; enter number from zero to 3. <i>Enter the number of summer months of summer salary the requestor is planning to take (AY max 3 ninths; FY max 1 month).</i>	
Summer Salary Total: <i>Automatically calculated: Summer Salary Rate x Total Number of Ninths/Months</i>	
Annual Administrative Stipends (if applicable): <i>Enter any administrative stipends here.</i>	
Total Annual Compensation: <i>Automatically calculated: Total UC Salary + Summer Salary Total + Administrative Stipend</i>	

Contingency Fund Obligation: _____
Automatically calculated: 10% of Negotiated Salary Component

Estimated Benefits Cost (AY 42.24%/FY 50.24%)
Automatically calculated: CBR x NSC, Contingency Fund, and Summer Increment

Total amount needed for participation: _____
Automatically calculated: NSC + Contingency Fund + Incremental Increase in Summer Salary (if applicable) + Estimated Benefits Cost (CBR)

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Funding

- Provide information regarding funding that will be used for funding NSTP participation in 2024-25
- Fund Manager is responsible for verifying that funds are used as intended, pursuant to the terms and/or expectations of the funding authority. (TIP: make sure the agency does not have limits regarding the faculty’s pay rate/salary. When in doubt, get approval from the agency’s program manager.)
- State (19XXX) funds, or other internal funds (e.g., overhead funds) may NOT be used to cover any portion of the NSC.
- If multiple funds support the Negotiated Component "N", please contact the person responsible for UCPath funding entry to indicate the distribution percent for payroll setup.

Type of Fund	Fund Title	FOAPAL	Amount to be Used for NSTP	Start Date	End Date	Indicate if this account will be used to fund the Negotiated Component (N), Contingency Fund (C), and/or Summer Pay (S)
						<input type="checkbox"/> N <input type="checkbox"/> C <input type="checkbox"/> S
						<input type="checkbox"/> N <input type="checkbox"/> C <input type="checkbox"/> S
						<input type="checkbox"/> N <input type="checkbox"/> C <input type="checkbox"/> S
						<input type="checkbox"/> N <input type="checkbox"/> C <input type="checkbox"/> S
						<input type="checkbox"/> N <input type="checkbox"/> C <input type="checkbox"/> S
						<input type="checkbox"/> N <input type="checkbox"/> C <input type="checkbox"/> S
						<input type="checkbox"/> N <input type="checkbox"/> C <input type="checkbox"/> S
						<input type="checkbox"/> N <input type="checkbox"/> C <input type="checkbox"/> S
						<input type="checkbox"/> N <input type="checkbox"/> C <input type="checkbox"/> S
						<input type="checkbox"/> N <input type="checkbox"/> C <input type="checkbox"/> S
						<input type="checkbox"/> N <input type="checkbox"/> C <input type="checkbox"/> S
						<input type="checkbox"/> N <input type="checkbox"/> C <input type="checkbox"/> S
						<input type="checkbox"/> N <input type="checkbox"/> C <input type="checkbox"/> S
						<input type="checkbox"/> N <input type="checkbox"/> C <input type="checkbox"/> S
						<input type="checkbox"/> N <input type="checkbox"/> C <input type="checkbox"/> S
TOTAL:						
				If the TOTAL is red, you have not provided enough funding to cover participation in the NSTP. See "Amount needed for participation" on page 1.		

TOTAL EXPENDITURES	Provide total expenditures from all fund sources (contracts, grants, etc.) for FY 2022-23: _____ <i>Include expenditures for personnel, equipment, etc.</i>
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Fund Manager Certification

INSTRUCTIONS: Please verify and initial lines 1-4. If you are unable to verify lines 1-4, please complete line 5, with an explanation.

- I have verified the following information with regard to the above-named Requestor:
1. _____ The funds listed in the request are in a UCSC account/fund that is assigned to, or may be used at the discretion and approval of the requestor;
 2. _____ The total dollar amount requested is within the 30 percent limit set forth by the NSTP;
 3. _____ The aggregate of the funds listed in the request are appropriate and sufficient to cover the salary, benefits, and contingency fund obligations; and
 4. _____ The funds will be in an assigned UCSC account/fund as of June 30, 2024, and will be available for use from July 1, 2024 to June 30, 2025. These funds will be encumbered, for the benefit of the requestor, upon approval of this proposal.
 5. _____ The funds listed in the request are, (i) not appropriate and/or insufficient to cover the NSC, associated benefits, and contingency fund obligations, or, (ii) will not be available for use from July 1, 2024 to June 30, 2025.

Fund Manager’s Initials (serving as electronic signature) Date Printed Name