

Other Professional Services (OPS)

Presented by

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OBJECTIVES



- Definition and purpose
- Guidelines
- OPS and Sponsored Project Activities
- Reports
- Questions



DEFINITION AND PURPOSE

- Not part of the normal duties and responsibilities and/or outside home department
- Singular in nature and over short period of time (i.e. less than one semester)
- Types of OPS are: Instruction – Credit, Instruction – Non-Credit, Incidental/Project Specific Assignment



GUIDELINES – WHAT TO WATCH FOR

Ineligible if OPS is ...

- Paid on sponsored accounts
- Used for long term duties (i.e. stipend may be used)
- Used for compensation for Limited Term Adjuncts (i.e. same duties in the same department – FTE increase). Watch for Affordable Care Act (ACA) and retirement eligibility.
- Used for low FTE and non-benefits eligible employees (ACA and retirement eligibility)
- Used for compensation paid to foreign nationals. Contact International Office.
- Over the 5% threshold*

* New guideline



OPS AND SPONSORED PROJECT ACTIVITIES

- Why?
- OPS affects time available for grant work. A material amount of OPS activity affects time charged and certified for research.



OPS AND SPONSORED PROJECT ACTIVITIES

- Example: Individual who is funded 100% effort on a grant, who also receives OPS to teach classes.
- How can they be 100% effort on a grant if they are teaching or devoting time to other OPS activities?



OPS AND SPONSORED PROJECT ACTIVITIES

- New UA guidance
- For individuals partially or fully funded by sponsored projects, OPS payments are limited to incidental work that take up less than 5% of the individual's total effort during the six month effort reporting period



OPS AND SPONSORED PROJECT ACTIVITIES

- The faculty member should consider the amount of effort they will devote to OPS activity over the six month effort reporting period. If the OPS effort exceeds 5% of their time, it should not be paid as OPS.



OPS AND SPONSORED PROJECT ACTIVITIES

- How to calculate effort
 - Effort is based on overall time spent performing University activities. It is not tied to 40 hour work weeks for salaried employees who are FLSA exempt. These employees do not necessarily work exactly 40 hours per week. They work the hours necessary to complete the job. Many of our faculty members often work more than 40 hours per week.



OPS AND SPONSORED PROJECT ACTIVITIES

- To calculate effort, the faculty member can first self-assess how many hours they actually work per week on average. Perhaps, they decide they average 50 hours per week. In that example, the faculty member is working 1300 hours over six months (26 weeks x 50 hours). Then they can assess how many hours the OPS activity takes. Perhaps they estimate 100 hours. In this example, $100 \text{ OPS hours} / 1300 \text{ hours over the six month period}$ comes to 8% effort which is over the threshold.



Where to look? Reports in Analytics



Citizenship Status

Dashboard > Employee > Employee Detail > Employee Profile

Employee Personal Information

Birthdate	Gender	Ethnicity	Marital Status	Citizenship Status	Visa Permit Type	Visa Expiration Date	Citizenship Country	Military Status	Highest Education Level
11/01/1965	F	White or Caucasian	Single	Citizen	-		United States	-	I-Master's Level Degree

Employee Personal Information

Birthdate	Gender	Ethnicity	Marital Status	Citizenship Status	Visa Permit Type	Visa Expiration Date	Citizenship Country	Military Status	Highest Education Level
11/06/1983	F	Asian, Other	Single	Permanent Resident	PR		Viet Nam	-	I-Master's Level Degree

Employee Personal Information

Birthdate	Gender	Ethnicity	Marital Status	Citizenship Status	Visa Permit Type	Visa Expiration Date	Citizenship Country	Military Status	Highest Education Level
11/02/1984	M	Asian Indian	Unknown	Alien Temporary	F1	06/06/2015	India	Not a Veteran	I-Master's Level Degree

Employee Personal Information

Birthdate	Gender	Ethnicity	Marital Status	Citizenship Status	Visa Permit Type	Visa Expiration Date	Citizenship Country	Military Status	Highest Education Level
01/17/1981	M	Not Specified	Single	Alien Temporary	J1	05/24/2015	Chile	-	J-Doctorate (Academic)

Employee Personal Information

Birthdate	Gender	Ethnicity	Marital Status	Citizenship Status	Visa Permit Type	Visa Expiration Date	Citizenship Country	Military Status	Highest Education Level
10/03/1985	M	Asian, Other	Single	Alien Temporary	H1B	09/14/2017	India	-	G-Bachelor's Level Degree



Historical Compensation

Dashboard > Employee > Business Manager Home Page > Supplemental Compensation

Employee Id	Employee Name	Employee Record Number	Effective Date	Position Number	FTE	Paygroup	Total Annual Rate	Contract Length	Compensation Rate	Calculated Sup Comp Rate	Maximum Sup Comp Earnings	Authorized Sup Comp Earnings	ABOR Code	HR Department Id	HR Departemnt Name	Home Title Department Id	Home Title Department Name
		0.00	01/19/2015	2001244	0.75	APP	61,800.00	F	61,800.00	29.60	0.00	0.00	SRP	9320	Vice President for Instruction	9320	Office of Instruction and Assessment
		1.00	01/04/2015	2016880	0.03	SUP	61,800.00	0	12,000.00	0.00	0.00	0.00	PRO	3008	Geography/Regional Development	9320	Office of Instruction and Assessment
		2.00	01/05/2015	2003654	0.03	SUP	61,800.00	0	3,007.13	0.00	0.00	0.00	PRO	3221	Educatnl Policy Studies Pract	9320	Office of Instruction and Assessment
		3.00	07/01/2014	1852655	0.03	SUP	61,800.00	0	25.00	0.00	0.00	2,000.00	FAC	9906	VP for Research Office	9320	Office of Instruction and Assessment
		4.00	08/18/2014	2018436	0.03	SUP	61,800.00	0	3,400.00	0.00	0.00	0.00	PRO	2910	University of Arizona South	9320	Office of Instruction and Assessment
		4.00	01/12/2015	2018436	0.03	SUP	61,800.00	0	3,400.00	0.00	0.00	0.00	PRO	2910	University of Arizona South	9320	Office of Instruction and Assessment
		5.00	07/21/2014	2004344	0.03	SUP	61,800.00	0	2,604.60	0.00	0.00	0.00	PRO	3201	Education-Deans Office	9320	Office of Instruction and Assessment



Low FTE Non-Benefits Eligible Employees

UAccess Analytics > Employee > Business Manager Home Page > SUP Comp History

College Id for Job Department: --Select Value--
 Job Department °: --Select Value--
 Employee ID: --Select Value--
 Paygroup: --Select Value--
 Active Job Indicator: --Select Value--
 College Name For Job Department: --Select Value--
 Job Department Name: --Select Value--
 Name: --Select Value--
ABOR Code Description: Professional
Job Effective Day Date: Between 07/01/2014 12:00:00 - 06/30/2015 12:00:00

Ancillary Non-Benefits Eligible Employees with SUP Job History

College Name For Job Department	Job Department Name	Employee ID	Name	ABOR Code Description	Position Number	Position Description	Paygroup	Position Entry Day Date	Job Effective Day Date	Expected End Day Date	Job FTE	Active Job Indicator	Total FTE	Compensation Rate Code	Compensation Rate
		08106531		Professional	2014789	Other Professional Services,Rg	SUP	10/13/2014	12/20/2014	01/01/1900	0.025	-	0.20	B-WKLY	1,000.00
		01527061		Professional	2018862	Other Professional Services,An	SUP	09/15/2014	01/05/2015	01/01/1900	0.025	-	0.30	B-WKLY	250.00
								01/05/2015		05/24/2015	0.025	A	0.30	B-WKLY	200.00
		22061529		Professional	2017586	Other Professional Services,Rg	SUP	09/29/2014	10/11/2014	01/01/1900	0.025	-	0.40	B-WKLY	7,500.00
		22061529		Professional	2005064	Other Professional Services,An	SUP	12/08/2014	12/22/2014	01/01/1900	0.025	-	0.40	B-WKLY	450.00
		22061529		Professional	2015644	Other Professional Services,An	SUP	09/15/2014	10/18/2014	01/01/1900	0.025	-	0.40	B-WKLY	3,000.00
		22061148		Professional	2005064	Other Professional Services,An	SUP	06/23/2014	08/16/2014	01/01/1900	0.025	-	0.40	B-WKLY	1,875.00
		01526920		Professional	2006672	Other Professional Services,An	SUP	06/23/2014	08/16/2014	01/01/1900	0.025	-	0.40	B-WKLY	1,875.00



Payroll Expenditure Listing with SET

UAccess Analytics > Financial > General Labor Ledger > Payroll Expenditure Listing with SET

Make your selections and click Go:

* Fiscal Year° 2018	Fiscal Period° --Select Value--	Post Date Between 07/01/2017 12:00 - 12/31/2017 12:00	Organization-Code° --Select Value--	Organization-Name --Select Value--	Account Number --Select Value--	Cost Share Source Account --Select Value--	Balance Type Code° AC	Project Code --Select Value--	Display ERE?° Y
Employee Id --Select Value--	Employee Name --Select Value--	Position Number --Select Value--	Account Supervisor --Select Value--	Fiscal Officer Name --Select Value--	Sub Account Number --Select Value--	Cost Share Type° --Select Value--	Object Code --Select Value--	Level Code --Select Value--	Sub Fund Group Code --Select Value--

[Apply](#) [Reset](#)

* - This symbol identifies a field that is mandatory as a prompt when running reports on that page.
 ° - This symbol identifies fields that have a default value populated when you first open the dashboard; you may change or remove these default values as needed.
 Populated fields without this symbol may have been carried over from a previous page on the same dashboard.

Payroll Expenditure Listing with SET

Summary by Object Code

Organization-Code	Organization-Name	Fiscal Period	Post Date	Pay Period Earn Date	Account Supervisor	Account Number	Sub Account Number	Object Code	Object Code Name	Expenditure Amount
0413	Lunar and Planetary Laboratory	01	07/19/2017	07/16/2017		4018960	-	1212	Supp Com Regular App/Fac (ere 4)	\$787.97
								2121	Employee Full-Benefit ERE	\$252.15
						4018960 Total				\$1,040.12
						4019790	-	1212	Supp Com Regular App/Fac (ere 4)	\$837.21
						2121	Employee Full-Benefit ERE	\$267.91		
4019790 Total								\$1,105.12		



Resources

- HR website

<https://hr.arizona.edu/workforce-systems/other-compensation/other-professional-services-compensation-ops>



Questions?

