Other Professional Services (OPS)

Presented by

Marcel Villalobos, Assistant Director, Sponsored Projects & Contracting Services Nina Bates, Business Administrator, Office of the Provost Marilyn Taylor, Senior Assistant VP Finance & Admin, Office of the Provost



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

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

- 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?

- 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 <u>effort</u> during the six month effort reporting period

 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.

- 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.

 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 OPS hours / 1300 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 | <u>-</u> S | | 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 | М | 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 | М | 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 | Calculated Sup Comp Rate | Maximum 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 | | Office of Instruction and Assessment |

Low FTE Non-Benefits Eligible Employees UAccess Analytics > Employee > Business Manager Home Page > SUP Comp History

Business Manager Home Page

Catalog

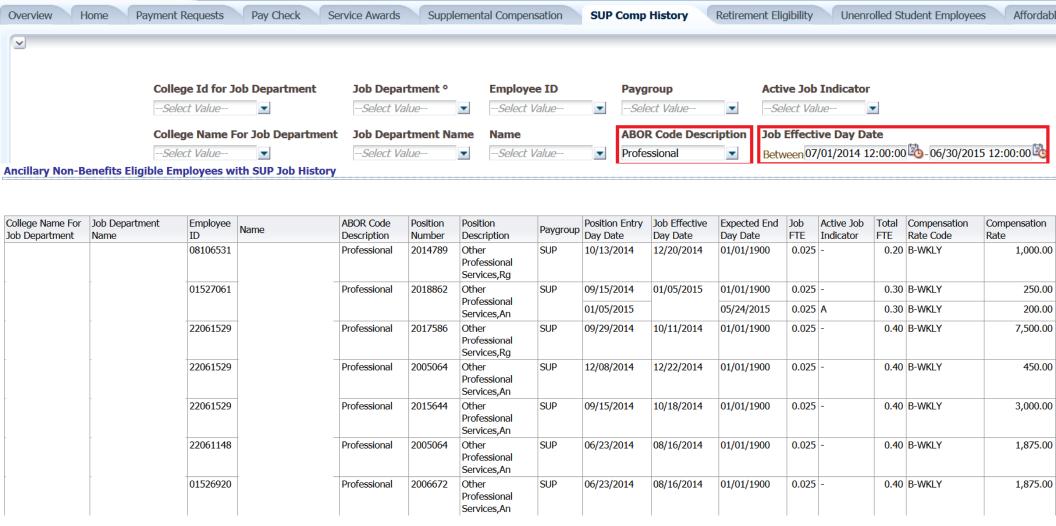
Favorites ▼

Dashboards ▼

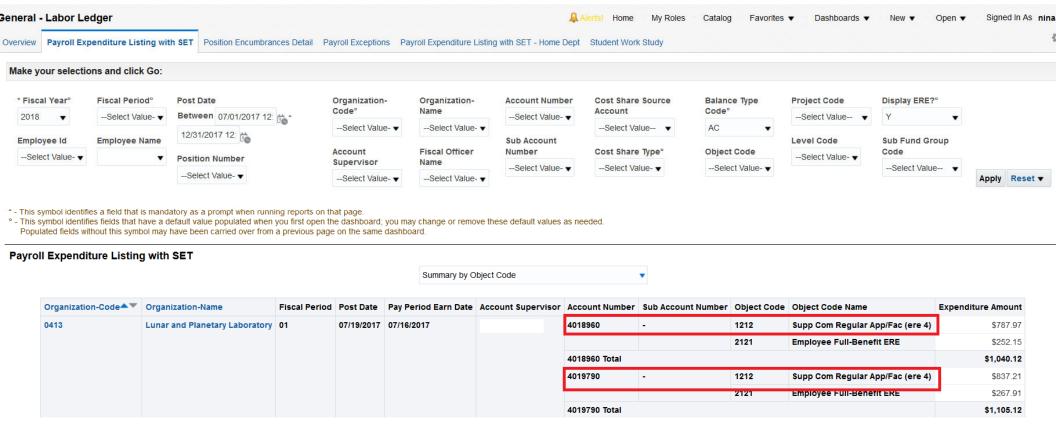
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Signed In

Home



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



Resources

HR website
 https://hr.arizona.edu/workforce systems/other-compensation/other professional-services-compensation ops

Questions?

