

UCRP Service Credit Allocation Program Appeal Worksheet for Academic Appointees

This worksheet will help you estimate the amount of UCRP service credit you might receive if you submit an appeal under the One-time UCRP Service Credit Allocation program. This worksheet is not meant to replace the information in the *One-time UCRP Service Credit Allocation Program* booklet, but should be used as a supplement.

Note: your local Benefits Office cannot calculate your service credit if you appeal your allocation. UC HR/Benefits will calculate your service credit when you submit form UBEN 163 (*UCRP Service Credit Allocation Appeal for Academic Appointees*).

Complete this worksheet if:

- you have received notice that you were awarded a service credit allocation (either automatically or by request), and
- your temporary employment prior to January 1, 2001, totaled more than 1,000 hours on pay status during a 12 consecutive month period. (1,000 hours is approximately six months at 100% time or 12 months at 50% time), and
- your temporary employment was not exempt from this program as explained in the box to the right.

1) How to Complete the Worksheet

Obtain your Payroll Records of Earnings. The service credit you will receive as a result of your appeal is based upon the Payroll Records of Earnings you submit. Your Benefits Office staff is available to help you obtain your records. To help your Benefits Office, make a list of your past temporary appointments, including:

- the campus location(s),
- start and end date(s) (must be prior to January 1, 2001), and
- the percentage of time you worked (may be approximate).

Employment Exempt from this Program

- Employment as a contributing member of another retirement plan to which UC contributes (for example, CalPERS)
- Employment as a Regents' Professor or Regents' Lecturer
- Employment while primarily at UC for education or training
- Appointments under a special compensation plan without covered compensation (such as "By Agreement")
- Appointments without salary and volunteer appointments
- Per diem appointments
- Employment as a visiting appointee (regardless of hire date)
- Employment while receiving UCRP monthly retirement income or UCRP disability income
- Employment with a non-University employer, including joint/split appointments
- UC employment that runs concurrently with any joint/split appointment(s)
- Appointments in University Extension that are not annual or indefinite
- Appointments that have been or will be covered by another phase of the UCRP Service Credit Allocation Program
- Appointments that generated service credit in or contributions to another employer's retirement plan
- Appointments for which UC made a contribution to any retirement plan in addition to or in lieu of UCRP (for instance, UC contributions to UC's Tax-Deferred 403(b) Plan received by some health services faculty)

Note: No years of employment with the University may count twice for determining service credit under UCRP.

2) Reviewing Your Records

After you receive your records, verify that they are complete and reflect your period(s) of eligible temporary employment. Arrange your records in chronological order. Your records show the end date of the period in the Period End Date (PEREND) section.

Verify that your temporary employment is not exempt from this program, as explained in the box on page 1.

Verify your student status code(s) (Student Status section). Eligible codes are either 1, 2, or 5.

If you are uncertain if your temporary employment is eligible for this program, contact your Benefits Office.

3) Hours That Are Counted

Hours in a regular pay category (usually listed as "REG" in the Description of Service (DOS) section of your Payroll Record of Earnings) will be counted in this program. Paid leave, extended sick leave and vacation time will be counted in this program; however, overtime, on-call hours, and shift differential are not regular pay and will not be counted in this program.

Hours on pay status or percentage on pay status (HRS/PRCT):

This section contains either the number of hours on pay status or the percentage of time on pay status during a particular month.

If you were paid hourly: Count your hours listed in this section. Your Payroll Record of Earnings will contain a number with the last two digits indicating the fraction of hours you worked during the period.

For example, if your record shows 17400, you worked 174 full hours for this period. If the code was 1250, you had 12 ½ hours for the period.

If you were paid based on percentage of time: If your appointment was for a percentage of time on pay status, your Payroll Record of Earnings will list a percentage. For example, 9094% would equal 90.94% time on pay status, which means you worked a little less than 91% of the total eligible work hours for the month.

Multiply your percentage of time on pay status by the total number of working hours for the month. Total working hours vary from month

Example A: Percentage of time on pay status converted to hours on pay status.

$$\begin{array}{r} 90.94\% \text{ (The member's monthly percent-} \\ \text{age of time on pay status)} \\ \times \quad 184 \text{ (The total eligible work hours in} \\ \text{the month)} \\ \hline = 90.94\% \times 184 = 167.33 \text{ hours} \end{array}$$

to month. On average there are 174 working hours in a month. For specific information on the working hours during a particular month, contact your local Benefits Office.

See pages 7 and 11 of the *One-time UCRP Service Credit Allocation Program for Academic Appointees* booklet for additional information about how UC HR/Benefits will review Payroll Records of Earnings for this program.

Complete the *UCRP Service Credit Estimate Worksheet* on page 4. Example C on page 5 shows how to complete the worksheet.

To be eligible for this program, you must have at least 1,000 hours on pay status in a 12 consecutive month period (approximately six months at 100% time appointment or 12 months at 50% time appointment). This is

known as the UCRP Membership Qualifier. The UCRP Membership Qualifier does not count as UCRP service credit; service credit begins the following month.

12 Month Break-in-service Between Temporary Appointments

Example B: UCRP qualifier is applied twice
Temporary UC employment

UCRP qualifier:	3/1/97—8/31/97 = 1,040 hours*
UCRP service credit:	9/1/97—3/31/98 = .5833 years
Does not work at UC:	4/1/98—7/31/99 (more than 12 months)
UCRP qualifier:	8/1/99—1/31/00 = 1,040 hours*
UCRP service credit:	2/1/00—9/31/00 = .6667 years

The UCRP qualifier is applied a second time because the member returned to UC employment after a break of more than 12 months (4/1/98 – 7/31/99).

*The member does not earn service credit for the UCRP qualifier.

If you had a period of 12 months or more with no pay activity between UC appointments, you must satisfy the UCRP Membership Qualifier again before counting service credit for your next appointment. See example below.

4) Submitting an Appeal

If your estimated service credit from the worksheet exceeds your service credit allocation, you may gain service credit by submitting the form UBEN 163 (*UCRP Service Credit Allocation Appeal for Academic Appointees*) and your employment documents for processing.

If you appeal, you will forfeit the service credit allocation you have already received, and your service credit will be adjusted up or down, based upon the UC employment records that you submit.

If UC HR/Benefits determines that you are eligible for less service credit than you were allocated, you will lose rather than gain by submitting an appeal. **The results of your appeal under this program are considered final and you may not contest the results.**

5) The Results of an Appeal

UC HR/Benefits will notify you in writing after

your appeal has been processed and will update your UCRP service credit.

The results of your appeal are treated differently depending on when your temporary employment occurred.

Temporary Employment November 1990 and Later:

UCRP service credit for temporary employment after November 1990 is credited to your records at no cost to you.

Temporary Employment Before November 1990:

If you had temporary employment before November 1990, you will receive up to two years of service credit free of cost. You will be given the option to purchase any pre-November 1990 service credit that exceeds two years. UC HR/Benefits will send written notification to inform you of the service credit available for purchase, the cost, and the payment options.

For a full explanation of the cost of purchasing service credit, see page 10 of the *One-time UCRP Service Credit Allocation Program for Academic Appointees* booklet.

UCRP Service Credit and Retirement Benefit Estimates

UCRP service credit is used to determine eligibility for and the amount of UC retirement benefits. UC monthly retirement income is based on the formula: service credit x retirement age factor x Highest Average Plan Compensation (HAPC). For a full explanation of retirement benefits, refer to the appropriate Summary Plan Description for your classification, available on UCbencom (www.ucop.edu/bencom) under “Retirement and Savings” or from your local Benefits Office.

UC’s benefits website, UCbencom, also has tools to help you estimate your future monthly retirement income. Go to UCbencom (www.ucop.edu/bencom) and use the “Retirement Plan Benefit Estimator.”

UCRP Service Credit Estimate Worksheet

UCRP Membership Qualifier			UCRP Service Credit		
Fiscal Year	Year: ____/____ Temporary employment hours		Year: ____/____ Temporary employment hours	Year: ____/____ Temporary employment hours ¹	Year: ____/____ Temporary employment hours ¹
	Record your hours below for your UCRP Membership Qualifier*	If needed, continue in this column for your first 1,000 hours			
July			July		
August			August		
September			September		
October			October		
November			November		
December			December		
January			January		
February			February		
March			March		
April			April		
May			May		
June			June		
*The first 1,000 hours do not count towards UCRP Service Credit. Beginning with the month after you reach 1,000 hours, count your hours in the columns at right: UCRP Service Credit			a. Eligible hours worked:		
			b. Total eligible working hours for fiscal year ² :		
			Service credit earned (divide a. by b.):		
Total Service Credit =			+	+	

¹ If you had a period of 12 months or more with no pay between temporary UC employment appointments, you must satisfy the UCRP Membership Qualifier again, as explained in step 3 and Example B.

² The total eligible working hours in a fiscal year varies from year to year from a minimum of 2,080 to a maximum of 2,096. To produce a rough estimate of your service credit, you may divide your eligible hours worked for the fiscal year by 2,088 hours.

Example C — Estimating Service Credit

The following is an example of a UCRP member's temporary employment history. This example reflects the actual hours the member worked and shows how the UCRP Membership Qualifier (July 1992 through January 1993) is determined. UCRP service credit is based on hours worked during a fiscal year. A fiscal year is from July through June.

UCRP Service Credit Estimate Worksheet

UCRP Membership Qualifier			UCRP Service Credit			
Fiscal Year	Year: <u>1992/1993</u> Temporary employment hours		Year: <u>1992/1993</u> Temporary employment hours	Year: <u>1993/1994</u> Temporary employment hours ¹	Year: <u>1994/1995</u> Temporary employment hours ¹	
	Record your hours below for your UCRP Membership Qualifier*	If needed, continue in this column for your first 1,000 hours				
July	40	} <i>does not count as service credit</i>	July	167	168	
August	+165		August	+167	+184	
September	+176		September	+167	+176	
October	+176		October	+168	+160	
November	+168		November	+176	+176	
December	+184		December	+184	+176	
January	+168 = 1,077 hours		January	+168	+176	
February	<i>service credit begins; fiscal year '92/'93 continues</i> →		February	+160	+160	
March		March	+184	+176	+184	
April		April	+168	+168	+160	
May		May	+168	+176	+184	
June		June	+176	+176	+168	
*The first 1,000 hours do not count towards UCRP Service Credit. Beginning with the month after you reach 1,000 hours, count your hours in the columns at right: UCRP Service Credit			a. Eligible hours worked:	856	2,053	2,072
			b. Total eligible working hours for fiscal year²:	2,088	2,088	2,088
			Service credit earned (divide a. by b.):	856	2,053	2,072
				÷ 2,088	÷ 2,088	÷ 2,088
Total Service Credit =			.4100	+ .9832	+ .9923 = 2.3855	

¹ If you had a period of 12 months or more with no pay between temporary UC employment appointments, you must satisfy the UCRP Membership Qualifier again, as explained in step 3 and Example B.

² The total eligible working hours in a fiscal year varies from year to year from a minimum of 2,080 to a maximum of 2,096. To produce a rough estimate of your service credit, you may divide your eligible hours worked for the fiscal year by 2,088 hours.