Frequently Asked Questions – UCLA Staff Achievement Awards Program (SAAP)

1. Q: My organization has been waiting for the “go-ahead” to announce our 2008 – 2009 recognition program, pending direction from Campus Human Resources. Is it now OK to proceed with the program using the currently assessed funds?

A: You may proceed with your local plan within the limits stipulated by The Regents and as approved by Campus Human Resources. Eligible employees whose annual base salary is less than $100,000 may receive cash awards of no more than $1,000 annually. As the payroll assessment is being suspended and the balances returned to your organization, you should code these awards as LEA in the payroll system, rather than SRD. (See Q&A #7 below for Federal Contract and Grant funded awards.)

2. Q: With the discontinuation of the payroll assessment occurring as of May 1, 2009, does that mean that we will now have access to the entire budget rather than the budget minus .89%?

A: For General Fund units, the SRD Assessment (formerly IAP Assessment) was part of the benefits pool that has now been decentralized and permanently budgeted to campus organizations as of July 1, 2009. For all other fund sources, the cessation of the Assessment will reduce your benefit costs and liberate funding for local award programs or other budgetary needs. Since there will be no further assessment after March payroll, the budget will reflect that discontinuation with April earnings reflected on the April ledger.

3. Q: Is the current assessment discontinuation permanent or temporary?

A: It will remain in place at least for this and next fiscal year (through June 30, 2010) and may be continued after that date.

4. Q: If permanent, are organizations now supposed to use only their local award programs as bonus award/recognition programs?

A: Yes, consistent with Campus Human Resources campus-wide guidelines.

5. Q: Are the recent restrictions issued by the Board of Regents (i.e. bonus awards limited to no more than $1,000 per year and restricted to employees earning less than $100,000) permanent or just for this year?

A: Our current information is that these changes apply to fiscal years 2008-09 and 2009-10. Further changes are subject to Regents’ action.

6. Q: May incentive awards still be granted?

A: For incentive award plans, i.e. those plans which set specific performance targets in advance, please consult Campus Human Resources so that explicit approval by the Office of the President can be obtained before any awards are implemented.
7. **Q:** My department is funded by federal contract/grant money. How does termination of the assessment affect these awards?

**A:** Awards paid from Federal contracts and grants must be processed through the Personnel/Payroll System using the DOS code SRD by no later than May 29, 2009. As previously stated, accumulated balances in the Federal contract and grant fund group need special review and may require returning the funds to the sponsor. After May 29, 2009, any remaining current year assessments will be returned to open federal awards to be used for budgetary savings or to support local award programs.

8. **Q:** How will the transfers back to the units be reflected on the IAP 5332 reports?

**A:** Programming needs to be done to update the reports once the transfers are made. Payroll will announce when the updated reports are available on Document Direct.