Multiple Components of Pay

MCOP
What are Multiple Components of Pay?

• MCOPs break down an employee’s pay into different components for reporting and/or budgeting purposes
• MCOPs provide the ability to track different types of pay for an employee on a single record number
• MCOPs that begin with BAS add to the employee’s base pay salary and are used in Time Collection calculations
• MCOPs are entered in the Compensation panel in Job Data
All components of pay for School of Medicine faculty are coded according to the BSI Plan:

### 2012-13 BSI Compensation

<table>
<thead>
<tr>
<th>BASEM</th>
<th>Annual Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td>$106,885</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>$70,639</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>$62,246</td>
</tr>
</tbody>
</table>
JOB CODE:

1104 and 1105 [Instructor / Senior Instructor]     BASSUP

1200 series [Clinical]     BASSUP

1300 series [PRA’s, SR PRA’s, Research]     BASSUP

EXEMPT PROFESSIONAL     BASEM

ADMINISTRATIVE TOOLBOX:
http://www.ucdenver.edu/academics/colleges/medicalschool/administration/admin_offices/DFA/humanresources/hiringprocess/Pages/hiringprocess.aspx
Base Administrative vs Administrative Stipend

BASADM or Base Administrative Stipend is used for roles that are not temporary in nature and are at the Dean/Chair/Division Head discretion. These roles are generally not considered temporary in nature.

Example: Chair appointments, Division Head, Director Appointments

All BASADM MCOP’s are used in retirement and termination calculations.
ADMSTP or Administrative Stipend is used for term length assignments and limited term projects. These roles are temporary in nature.

Example: Additional work assignments, temporary assignment of duties outside normal scope of work. These must be pre-approved by the Dean’s Office and Human Resources.

ADMSTP MCOP’s are not used in retirement or termination payout calculations.
FTE AND PERCENT OF TIME

• FTE and Percent of Time should be the same.

Two Step Process:


2. Add a row in Job Data: Pay Rate Change, Correct Pay Rate-Comment Req'd. Add a comment in Job Notes. Adjust pay to match change in FTE. Calculate compensation.

Note: If FTE for a faculty position is changed both BASEM and BASSUP should be adjusted.