

**SOM MSP STAFF  
PHYSICIAN  
ADMINISTRATION**

School of Medicine  
Dean's Office  
Academic Affairs  
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Offices to Contact: School of Medicine, Dean’s Office Academic Affairs, Mickey Zeif, Assistant Director Campus Box 0410 [mickey.zeif@ucsf.edu](mailto:mickey.zeif@ucsf.edu) 415-476-1977 .....

## ABOUT SOM MSP STAFF PHYSICIANS

MSP Staff Physician employees are staff (non-academic) employees who must also hold an academic *without salary* (WOS) appointment. MSP Staff Physicians are hired to meet a clinical need that cannot currently be met by faculty. The School of Medicine's (SOM) Academic Affairs Office has the authority to approve the staff title, salary, and academic appointment. Employee relations issues relating to MSP Staff Physicians are the responsibility of UCSF Staff HR Shared Services and Labor/Employee Relations.

MSP Staff Physicians:

- Are staff employees and must be hired under an MSP Staff Physician staff title code.
- Must have a WOS academic appointment.
- The start and end dates of the staff appointment must align with the start and end dates of the concomitant WOS academic appointment.
- Cannot engage in research. If the position has any research duties, it should be reclassified as a faculty or non-faculty academic appointment.
- Must have a California medical license.
- Have two components to their salary:  
Regular (REG) and the non-base pay (NBP)
- REG is paid at the minimum for the title code (covered compensation for retirement).
- NBP is the component that, when added to the REG component, results in the total pay rate for the physician (not covered compensation for retirement).

## TITLE CODES FOR MSP STAFF PHYSICIANS

MSP Staff Physician title codes are reserved for physicians who are engaged in patient-related clinical activities. If the duties of the position involve research, a [faculty](#) or non-faculty academic title code is more appropriate.

### Duties

MSP Staff Physicians perform and supervise clinical work.

MSP Staff Physicians examine patients and diagnose their illness; prescribe and administer medical treatment; complete psychiatric evaluations and administer psychiatric treatment; perform or assist in performing minor and major surgical operations; administer anesthesia; supervise pre- and post-operative care of surgical cases; order examinations, analysis, X-rays, and special diets; write prescriptions; make the rounds of a ward and review reports, records and general progress of patients; instruct and supervise nurses, technologists and technicians assigned for special training; attend and participate in staff conferences for the discussion of the surgical, medical and mental conditions of patients and their final diagnosis and treatment; prepare reports and related correspondences; and assist in the instruction of trainees.

### Additional Roles – What Is and Is Not Allowed

#### Not Allowed:

**Research and Clinical Trials:** MSP Staff Physicians may not engage in research. This includes serving as a PI/co-PI on a scientific research project. They may serve as site director to facilitate patient enrollment in clinical trials on studies for which a faculty member serves as the PI.

**Development or leadership of an educational program** is not allowed.

MSP Staff physicians may not serve as a **residency program director**.

MSP Staff Physicians cannot hold a **full-time appt. at the SFVAMC**.

#### May Be Allowed: Must Consult HR or the Dean's Office Before First:

MSP staff physicians may serve in **leadership roles related to medical staff membership** at a UCSF Health licensed facility or at Zuckerberg San Francisco General (ZSFG).

Roles related to **quality improvement and safety initiatives** that are in addition to their regular MSP duties, generally related to responsibilities of the provider with a medical staff appointment.

Service as a **chair for a continuing education program** (ACCME accredited) may be allowed on an exceptional basis.

	UCSF Salaried Faculty	MSP Physician/ SOM Staff Physician
<b>Primary appointment</b>	Academic Department - Faculty	Academic Department – Staff
<b>Secondary appointment</b>	None	Academic Department-Clinical Associate, VCP or Faculty WOS based on educational program needs
<b>Site of Practice</b>	UCSF (UCSF Health, ZSFG, BCH-Oakland)	UCSF, UCSF Health Affiliate
<b>Allowable Responsibilities</b>		
● <i>Patient Care</i>	Yes	Yes
● <i>Education</i>	Yes	Yes
● <i>Research</i>	Yes	Enrolling subjects, but not UCSF PI or Co-Investigator
● <i>Leadership</i>	Yes	Approval on exceptional basis
● <i>QI</i>	Yes	Yes

## **Appointment Level and Diplomate**

### **Associate Physician level**

Title Code: 0770 Associate Physician Diplomate  
0771 Associate Physician

Under general direction, Associate Physicians perform the full range of clinical duties as outlined in the Series Concept above. This is the operational level; and incumbents are experienced physicians, surgeons, psychiatrists, etc. Associate physicians are responsible for the independent, direct provision of clinical services.

Requires possession of the legal requirements for the practice of medicine in California as determined by the California Board of Medical Quality Assurance; at least one year of practice after completion of training; and knowledge and abilities essential to the successful performance of the duties assigned to the position.

### **Senior Physician Level**

Title Code: 0768 Senior Physician Diplomate  
0769 Senior Physician

Under general direction, Senior Physicians serve in leadership roles as chiefs or heads of clinical services or clinical centers. They may also be authorized to act in the absence of the director of a clinical unit.

In so doing they would actively plan and coordinate the work of the various units of the subdivision; integrate the work of the subdivision with other divisions of the hospital; preside at consultative or clinical conferences on complex cases and determine that all significant aspects of the case have been considered; arrange, as necessary, for consultation on difficult cases with medical authorities outside the hospital; visit patients, review their clinical records and determine if appropriate treatment is being given; perform audits of completed clinical work; perform highly difficult general medical and surgical work; present recommendations to the chief medical officer on such matters as hospital policy, the need for facilities, equipment, personnel, or budget; and effectively recommend employment or termination actions as well as train and evaluate assigned personnel.

Requires possession of the legal requirements for the practice of medicine in California, as determined by the California Board of Medical Quality Assurance; at least two years of practice after completion of training; and knowledge and abilities essential to the successful performance of the duties assigned to the position.

### **Diplomate**

The Diplomate title code is used when the physician is board certified by the American Board of Medical Specialties as a specialist and the specialist certificate is required for the clinical services being performed. For example, if a physician is board certified in a specialty area but will not be working in that particular specialty area, the Diplomate title code would not be appropriate.

# GUIDELINES AND POLICIES RELATED TO MSP STAFF PHYSICIAN APPOINTMENTS

## Context

Appointment in the MSP Staff Physician title series permits payment of salaries that are higher than the salaries of faculty members. The difference in salary scales for MSP Staff Physicians versus faculty members should be considered during the hiring process.

The UCSF School of Medicine is aware of the fact that the ability to pay MSP Staff Physicians at a higher rate than faculty could place faculty members at a financial disadvantage. Furthermore, only MSP Staff Physicians appointed at 75% effort or greater are subject to any limitations on outside professional activities and these limitations do not include time or earnings thresholds. Thus, the differentiation between MSP Staff Physicians and faculty members is twofold: 1) salary scale; and 2) outside professional activities.

The options for *Without Salary* (WOS) Academic Appointments for SOM MSP Staff Physicians are:

- HS Clinical Instructor
- HS Assistant Clinical Professor
- HS Associate Clinical Professor
- HS Clinical Professor
- Clinical Associate
- Volunteer Clinical Instructor
- Volunteer Assistant Clinical Professor
- Volunteer Associate Clinical Professor
- Volunteer Clinical Professor

\*In the SOM it is our practice to appoint staff physicians practicing at core UCSF clinical sites in the Volunteer Clinical Professor or HS Clinical Professor series. Staff physicians employed at locations affiliated with UCSF, but not core UCSF clinical sites, may be appointed as clinical associates if UCSF trainees do not rotate to that site and they have no teaching responsibilities.

In general, the following standards will be applied:

1. All MSP Staff Physicians must hold a concomitant *without salary* academic appointment. The candidate's professional accomplishments, as well as teaching responsibilities, are the basis on which the academic appointment should be determined.
2. MSP Staff Physician appointments at 50% time or less are routinely approved if appropriate justification is provided, academic review for the academic title is conscientiously pursued, and the appointment materials are submitted for review to and approved by the Academic Affairs Office prior to approval of the MSP staff title by Human Resources.
3. A proposal for an MSP Staff Physician appointments at greater than 50% effort will be approved if it can be clearly shown that:



- a. It is necessary to fill an urgent departmental need and/or
- b. A salaried clinical faculty appointment is not warranted.

Such exceptions will be approved for one year terms; and, renewal of the appointment and approval for subsequent extensions will be possible based on the above justification.

MSP Staff Physicians with appointments equal to or greater than 50% are entitled to benefits per the Personnel Policies for Staff Members (PPSM).

### **Career Status**

MSP Staff Physician roles are meant to fill a clinical need that cannot currently be met by a faculty member. All MSP appointments equal to or greater than 50% will be reviewed and approved on an annual basis to determine whether a salaried clinical faculty appointment is warranted.

If the department hires an MSP Staff Physician at 50% effort or more, the department needs to be aware of the financial implications of the associated benefits costs. The department is responsible for the employer portion of these costs.

Staff Physicians appointed at greater than 43% effort may be hired as contract employees. Contract employees are eligible for benefits per the PPSM and these appointments may be renewed on an annual basis. Please consult with your Staff HR Generalist for additional information. Staff Physicians appointed at 43% effort or less will be classified as limited hires.

Career/Contract or limited appointment status is dependent on the effort associated with the appointment. If a department hires an MSP Staff Physician at 40% effort for 3 years and then, due to clinical need, the MSP Staff Physician's effort is increased to 70%, the MSP Staff Physician will automatically default to career status. Once an employee is granted career status, s/he will remain a career status employee until there is a break in service.

### **Board Eligibility**

Frequently, job descriptions and Employee Requisition Forms (JD/ERFs) require that candidates are board-eligible. In general, board eligibility is achieved when the physician completes a residency program and passes the Board exam.

### **California Medical License**

It is the policy of the School of Medicine's Academic Affairs office not to hire any MSP Staff Physician who does not have a California medical license. Physicians who do not have a California medical license will not be able to practice at UCSF hospitals. In addition, the Medical Staff Office will not approve the application of a physician who does not have a California medical license. However, MSP Staff Physicians are able to practice at the SFVAMC if they hold a medical license from another state.

### **Credentialing MSP Staff Physicians**

Credentialing for MSP Staff Physicians is completed through the Medical Staff Office (MSO) and is the responsibility of the Department. For MSP Staff Physicians providing clinical services at UCSF Health sites, the Medical Staff Office enters the new physician into a database that is shared with the Medical Group Credentialing Office of the UCSF Medical Group where the process is completed. MSO criteria regarding credentialing are not dependent upon the title code, but only on who will be seeing

patients or signing charts as a physician. Department managers or department liaisons should work with the appropriate Medical Staff Office to credential and privilege MSP Staff Physicians.

## **Malpractice Coverage**

UC professional liability/malpractice coverage is concurrent with the date of the physician's employment with the University. The appointment must be approved by SOM AA and entered into the payroll system prior to the individual providing clinical services. Coverage begins on the date that the approved activities are performed, as long as the clinical activities are within the course and scope of University employment.

## **Multiple Appointments**

MSP Staff Physicians may hold appointments with more than one department at a time within the SOM. For limited employees, holding multiple appointments increases the risk of defaulting to career status since the total percent effort of all appointments and the total number of hours worked contributes to career status. Some best practices to follow are:

- If it is determined that an MSP Staff Physician already has an active employee ID at UCSF, contact the HR generalist who represents the other department to identify if there is any risk of the MSP Staff Physician inadvertently defaulting to career status.
- Determine if there will be one main HR generalist who will manage all appointments to ensure coordination between the multiple departments, to help avoid any unintended default to career status.
- At a minimum, when there is a change in effort or effective dates, the HR generalists who represent each department should work collaboratively to facilitate administrative review.

## **Salary and Equity Increases**

MSP Staff Physicians are staff employees, not faculty. The pay rate for staff employees may increase under specific conditions governed by staff policy, of which the primary methods are equity, and retention. The REG rates for staff physicians may be adjusted on an annual basis based on the UCOP system wide salary program for PPSM covered staff. Staff physician compensation is outlined in the Department pay plan.

Salary equity is determined within a department and in consultation with SOM Academic Affairs and HR Shared Services. A proposed salary increase based upon retention may be based on the pay rate for similarly qualified physicians at comparable institutions.

When a salary increase is requested, departments should provide the following information to the School of Medicine Academic Affairs office:

- UC Identification Number

- Names of candidates
- Board Specialty
- Division (or unit within the department)
- Years at UC
- Years of Experience (includes Years at UC)
- Title Code
- Current annual pay rate
- Proposed annual pay rate
- Percent Increase
- Salary information for comparable employees or pay rates from comparable institutions.

When there are no other physicians within a department for a pay rate comparison, departments must provide salary information on similarly qualified physicians from comparable institutions. The salaries and the names of the institutions must be provided.

### **MSP Appointment Timeline**

The MSP Staff Physician appointment process requires 6-12 weeks for completion, depending on the type of WOS academic appointment. The academic WOS appointment should be initiated as soon as possible.

### **Documentation for MSP Staff Physician Actions**

While the routing procedures are the same for all actions, the required documentation depends on the individual's current appointment:

#### **A. If the candidate is not currently a staff or academic employee at UCSF**

An academic WOS appointment must first be entered into Advance. After the appointment has been approved, the documentation for the MSP Staff Physician title will be reviewed. The required documentation is:

1. An approved WOS academic appointment in Advance.
2. Online Personnel Action Form (OLPAF) at <http://academicaffairs.medschool.ucsf.edu/file/olpmspphysdoc>
3. Job Description\Employee Requisition Form (JD\ERF), and a summary of duties
4. Curriculum Vitae (CV)

A printed CV is required because the CV in Advance will not be available for review after the WOS appointment packet has been approved. A CV is needed to ensure the candidate meets the requirements of the ERF.

#### **For WOS appointment approval:**

The Academic Generalist in Academic HR Shared Services prepares the packet and forwards it to the appropriate Academic Specialist in the Vice Provost for Academic Affairs' office for processing.

**B. If the candidate is a current MSP Staff Physician**

Providing the candidate has an appropriate WOS FY appointment, the required documentation is:

1. Online Personnel Action Form (OLPAF) at <http://academicaffairs.medschool.ucsf.edu/file/olpmspphysdoc>
2. Job Description\Employee Requisition Form (JD\ERF), and a summary of duties
3. A CV may be required if the requirements of the ERF are significantly different from the requirements of the current position.

**For WOS appointment approval:**

If there is a change in the WOS academic appointment, the Academic Generalist in the Service Center prepares the packet and forwards it to their associated Academic Specialist in the Vice Provost Academic Affairs office for processing.

**C. If the candidate is currently a paid faculty member at UCSF:**

Providing the candidate has an appropriate FY academic appointment, the required documentation is:

1. Online Personnel Action Form (OLPAF) at <http://academicaffairs.medschool.ucsf.edu/file/olpmspphysdoc>
2. Job Description\Employee Requisition Form (JD\ERF), and a summary of duties
3. A CV may be required if the requirements of the ERF are significantly different from the requirements of the current faculty appointment
4. Important: A WOS FY appointment packet must be entered and approved in Advance before the OLPAF for the MSP Staff Physician title will be reviewed.

**For WOS appointment approval:**

The Academic Generalist in the Service Center prepares the packet and forwards it to their associated Academic Specialist in the Vice Provost Academic Affairs office for processing.

**D. If the candidate is currently a Volunteer Clinical Professor :**

The required documentation is:

1. Online Personnel Action Form (OLPAF) at <http://academicaffairs.medschool.ucsf.edu/file/olpmspphysdoc>
2. Job Description\Employee Requisition Form (JD\ERF), and a summary of duties
3. Curriculum Vitae (CV)

**For WOS appointment approval:**

If there is a change in the WOS academic appointment, for example from VCP to WOS HS Clinical, the Academic Generalist in the Service Center prepares the packet and forwards it to the appropriate Academic Specialist in the Vice Provost for Academic Affairs' office for processing.

# WITHOUT SALARY (WOS) ACADEMIC APPOINTMENTS FOR MSP STAFF PHYSICIANS

At UCSF, all MSP Staff Physicians must have a concomitant WOS academic appointment which is granted based upon the candidate's accomplishments. There are a variety of academic appointments that are acceptable.

Appropriate Title Codes to Accompany MSP Staff Physician Appointments are:

2010 – HS Clinical Professor-FY  
2030 – HS Associate Clinical Professor-FY  
2050 – HS Assistant Clinical Professor-FY  
2070 – HS Clinical Instructor-FY

2017 – Clinical Professor - Vol  
2037 – Associate Clinical Prof – Vol  
2057 – Assistant Clinical Prof- Vol  
2077 – Clinical Instructor – Vol

2081 – Clinical Associate-FY

One of the functions of the WOS academic appointment is to acknowledge the teaching responsibilities of MSP Staff Physicians related to their interactions with UCSF learners. However, for the rare instances in which the candidate will not be teaching, the appropriate title is Clinical Associate. In the SOM it is our practice to appoint staff physicians practicing at core UCSF clinical sites in the Volunteer Clinical Professor or HS Clinical Professor series.

The academic appointment is granted via Advance. For guidelines and procedural information please refer to the Academic Affairs Website at <http://academicaffairs.ucsf.edu/advance/>.

Academic WOS appointment end dates may exceed those of the MSP Staff Physician title code end date but the MSP Staff Physician title code end date may not exceed those of the academic appointment.

When the MSP Staff Physician appointment ends, the employee may wish to continue her/his affiliation with UCSF. If so, it will be necessary to change their WOS academic appointment to a true volunteer clinical appointment.

## Resources for WOS Academic Appointments:

<http://academicaffairs.ucsf.edu/academic-personnel/appointment-advancement-reviews/checklists.php>

Academic Payroll Transaction Matrix (includes overview of transactional process for WOS appointments, renewals, etc.): <http://academicaffairs.ucsf.edu/academic-personnel/compensation-benefits/media/Academic Payroll Transaction Matrix.pdf>

# PAY STRUCTURE AND PAY PLANS

## Determination of Base and Non-Base Pay:

MSP Staff Physicians are paid at the minimum pay rate for their title code, as specified by the staff title and pay plan, on the REG DOS code, and any difference between the actual pay rate and the minimum pay rate is to be paid on the NBP DOS code. The REG wages count towards their retirement, but the NBP wages do not. For FY23 the annual REG rate is \$146,899 grade 5 (0771) and \$164,640 for grade 6 (0768, 0769, 0770).

### Examples:

Associate Physician, Title: 0771  
Tier 2; Grade 5  
Total Salary: \$189,000

The Annual base and non-base pay would be reflected as:

Base Pay (REG):	\$146,899
Non-Base Pay (NBP):	<u>\$52,521</u>
Total Annual Rate:	\$199,420

Note: The minimum annual pay rate for 0771 is \$146,899

The Monthly base and non-base pay would be reflected as:

Base Pay (REG):	\$13,720
Non-Base Pay (NBP):	<u>\$ 4,377</u>
Total Monthly Rate:	\$18,097

Note: The minimum monthly pay rate for 0771 is \$13,720

The Hourly base and non-base pay would be reflected as:

Base Pay (REG):	\$78.85
Non-Base Pay (NBP):	<u>\$25.16</u>
Total Hourly Rate:	\$104.01

Note: The Minimum hourly pay rate for 0771 is \$78.85

## Maximum Salary

As of March 8, 2011, the UC Regents defined the maximum annual salary for any MSP Staff Physician as \$400,300. No MSP Staff Physician may be paid more than that salary without approval by exception. This requires approval by the Vice Dean of Academic Affairs, the Dean, HR, and UCOP.

## **Pay Plans**

A pay plan outlines the compensation for MSP Staff Physicians. Pay plans may cover on-call time, shift differentials, shift payments (evening, night, or weekends), crisis premiums or exceptional pay rates. Pay plans may also be used to establish hourly or monthly pay rates which are based on years of relevant experience. A pay plan minimizes the number of exceptions and standardizes the method to consistently compensate physicians who have a particular set of duties. All pay plans must be approved by the School of Medicine's Academic Affairs Office.

Departments submit a proposal for a pay plan to the School of Medicine's Academic Affairs Office and, after discussion and appropriate clarifications; a pay plan may be approved. Once the pay plan has been approved, the administration of that group of physicians becomes routine and approval of individual actions is streamlined.

A request for a pay plan should include the following elements:

1. A general description of the duties
2. A description of the shifts to be worked, including the work location(s), rates, and DOS codes
3. Board certification requirements, if applicable
4. Information on requirement/recruitment difficulties or faculty vacancies, if applicable
5. Salary information supporting the rates requested, which may include salaries for similar positions in area hospitals
6. Any other information that may be helpful in supporting the request

A pay plan may be applied to a group of MSP Staff Physicians within a department.

Once established, pay plans may be modified to adapt to the evolving requirements of departments. Any modifications to existing pay plans require the approval of the School's Academic Affairs office.

## **BYP Payments**

Used for full shift/flat rate payments.

BYP payments are made under an approved pay plan.

BYP payments are used under circumstances where the use of standard REG/NBP pay rates are not feasible due to the unique characteristics, demands, and duration of the shift, and:

1. There is demonstrated difficulty in obtaining clinical coverage;
2. The payment of a flat rate for similar services is consistent with market practice.

Examples of where a BYP flat rate is paid when MSP Staff Physicians provide:

- One night on-call or on-site coverage per week
- Transportation coverage for a shift



## **Variations**

With Pay and Incentive Plans, individuals may be paid using the BYP DOS code for full shift rates or using PNZ (incentive payments) as an alternative to REG and NBP.

## **SPECIAL PAYMENTS TO MSP STAFF PHYSICIANS**

### **Special Payment Review Responsibilities**

All Clinical Incentive Plan (CIP) payments and any BYP payment that is not part of an approved pay plan must be approved by the School of Medicine's Academic Affairs office. Please submit an Excel file with the following information:

1. UC Identification Number
2. Name
3. Amount
4. DOS Code
5. Pay Period End Date
6. A short explanation for the payment

### **Clinical Incentive Plans**

Clinical Incentive Plans (CIPs) are incentive plans designed to acknowledge and reward MSP Staff Physicians with 20% or greater effort who excel in clinical services. CIPs may not exceed 20% of the annual REG earnings, a limit set by the UC Regents. CIP payments cannot be based upon NBP earnings. The 20% limit on the REG is based on the annual earnings, not the annual pay rate.

Clinical departments may create CIPs to reward individuals who have achieved specific and quantifiable performance objectives. CIPs must specify who is eligible to participate, the criteria by which incentive payments are determined, and the level(s) of clinical incentives possible. When CIPs are created, departments will be required to identify the participants.

CIP payments are made using only the PNZ DOS code.

Both the CIPs and the actual payments must be reviewed and approved by the School's Academic Affairs office prior to implementation or payment. CIPs and associated payments are reported to UCOP on an annual basis.

## **APPOINTMENT PROCESS, PROCEDURES AND GUIDELINES**

### **Roles and Responsibilities**

MSP Staff Physician appointments are managed in HR by the staff HR generalist and the academic generalist. The staff generalist is responsible for the MSP staff appointment and the academic generalist manages the concomitant WOS academic appointment. The staff and academic generalists partner with the department to ensure all requirements and deadlines are met, and ensure that all

policies are implemented as intended.

The generalist(s) will also partner with representatives of the Dean's Office and VPAA's Office to obtain all necessary approvals. Generalists will ensure that all necessary approvals are in place prior to forwarding any paperwork to the Service Center Transaction Services Unit. This means that the concomitant WOS Academic Appointment *and* Staff Physician appointment are approved prior to any data being entered into the payroll system.

## **Documentation for MSP Staff Physician Actions**

### **Actions Requiring Approval**

Once MSP Staff Physician appointments are approved, and, providing the fundamental aspects of the appointment do not change (limited versus career or contract), departments may alter the appointment effort as needed. If an MSP Staff Physician is working at 20% and the department needs him/her to work an additional 20% in the same duties and at the same pay rate, no additional approval is required for increase in effort that does not exceed 50%. However, if the duties are new responsibilities and/or the pay rate changes and/or the total appointment percent is more than 50% effort, approval from the School's Academic Affairs office is required before any change is implemented.

Listed below are some common personnel actions that require approval from the SOM's Academic Affairs office:

- New hires
- New appointments
- Extensions of existing academic appointments
- Additional appointments for current MSP Staff Physicians when the additional appointment has different duties or is at a different salary rate than the existing appointment.
- Increases in salary
- Extensions of exceptional salaries
- Reduction of or out-of-range salary
- Reduction in effort for career appointments
- Clinical Incentive Plan (CIP) payments
- Separations
- Salaries in excess of the Regents' maximum

Approval from the SOM's Academic Affairs approval is **not** required for the following actions:

- Increases in appointment percent, providing the new overall appointment percent is less than 50 percent
- Changes from variable to fixed appointments, providing the overall appointment percent is below 50 percent
- Reductions in appointment percent for appointments less than 50%

### **Exceptions**

An exceptional pay rate is any pay rate that exceeds the maximum pay rate set by UCOP of \$400,300 annually. All exceptions require a letter of justification from the Chair to the Academic Affairs office. Exceptional pay rates require approval by the Dean, the AVC for HR, and UCOP.

### **Retroactive Actions**

It is not the practice of School of Medicine's Academic Affairs office to approve retroactive actions. **MSP Staff Physicians may not see patients or engage in any clinical work until School of Medicine's Academic Affairs office has approved their employment and they are entered into the payroll system.**

## **TIMEKEEPING**

### **Time Recording**

All MSP Staff Physicians are required to report their hours of work on a monthly basis. A number of MSP Staff Physicians use the HBS time-keeping system to record their effort. Those who do not use the HBS system are required to submit time records indicating days, shifts, or hours of work.

The principle for time reporting for MSP Staff Physicians is documentation that supports a correspondence between pay and time worked.

Appointments are defined as fixed or variable, based on scheduling.

- Fixed appointments generally indicate routinely scheduled hours
- Variable appointments generally indicate variable work hours

### **HBS Time Reporting:**

MSP Staff Physicians who are using HBS are required to report their usage of accrued paid leave. Therefore, the only MSP Staff Physicians in HBS are those who accrue paid leave, based on their appointment lines in OLPPS (meaning that the appointment does NOT have a leave code of "N"). Their pay is derived from the information entered on the distribution lines in OLPPS. If an MSP Staff Physician reports overuse of Vacation Leave or Sick Leave in HBS, an automatic RX transaction will be created by HBS and sent to OPTRS for processing against the next monthly pay check.

For the HBS monthly employee quick start guide, see:

[http://controller.ucsf.edu/fin\\_systems/files/HBS\\_Employee\\_QuickStart.pdf](http://controller.ucsf.edu/fin_systems/files/HBS_Employee_QuickStart.pdf)

## **Timesheet Reporting:**

MSP Staff Physicians who do not utilize HBS must report their work hours on a timesheet. This entails manually completing a monthly timesheet and forwarding the timesheet to their department contact. The department contact is responsible for forwarding the timesheet to the HR Generalist. The department is responsible for reviewing and approving hours reported on the timesheet. MSP Staff Physicians who are not in HBS are given a leave code of "N". The Department is responsible for calculating the hours of pay status and forwarding to the HR Generalist. The HR Generalist will make a request to the Transaction Unit to manually process the pay for the reported hours.

## **Links:**

To verify the physician has a valid California medical license:

[http://www.mbc.ca.gov/Breeze/License\\_Verification.aspx](http://www.mbc.ca.gov/Breeze/License_Verification.aspx)

To verify Board certification (it will be necessary to become a registered user with a password)

<https://www.certificationmatters.org/is-your-doctor-board-certified/search-now.aspx>

## **Offices to Contact:**

School of Medicine, Dean's Office

Academic Affairs

Sheila Quimpo, Assistant

Director Campus Box 0410

[sheila.quimpo@ucsf.edu](mailto:sheila.quimpo@ucsf.edu)

415-476-4237

Contact the Academic Analyst designated to your Service Center:

<http://academicaffairs.ucsf.edu/contact.php>

UCSF Controller's Payroll Office:

<http://controller.ucsf.edu/payroll/>