

To: **JPA Administrators (UCSF Administrative Analysts)**
From: **NCIRE JPA Administrators**
Subject: **JPA Instruction Manual**

JPA Administrators must follow the directions outlined in this manual when submitting Joint Personnel Appointments to Northern California Institute for Research and Education (NCIRE).

The instruction manual contains the following steps for properly completing the documents as well as the latest versions of the documents to be used.

- Types of JPAs and Necessary Documents for each.
- How to fill out the JPA Agreement.
- How to fill out the Memorandum of Understanding.
- How to fill out the JPA Project Distribution.
- Version Control.
- Justification.
- Routing Steps.
- NCIRE-JPA-WOC Letter Process.
- Attachments of JPA Agreement, Memorandum of Understanding, JPA Project Distribution, WOC Appointments for JPA Holder Memo; and JPA Process Chart.

Please note: This process can take a long time since many people/entities are involved. This is why it is imperative that all JPA document preparation and routing begins NO LATER than 2 months before the effective date of the document to ensure it is executed before its effective date (the only exception being Modification Type 2). Also note, NCIRE may discontinue payments as a result of an expired JPA or where the billing does not match the agreement. Please do your best to ensure all renewals or modifications are in place in a timely manner. Reminders of upcoming JPA expirations will be sent 3 months prior to the expiration from NCIRE HR. JPA Holders will receive a Renewal WOC Letter from NCIRE HR via DocuSign.

Incorrect forms will be sent back to the administrative contact for correction and that will delay execution of the Joint Personnel Appointment. Any JPA submitted more than 90 days late will require a PI approved justification.

Please contact Human Resources Representative, Amanda Grijalva x26673 with any questions regarding this communication or the JPA process.

Types of JPAs

New JPA –

This is an agreement that is being submitted for an individual for the first time. The period of agreement lasts for up to one year.

Renewal JPA –

This is an agreement that is being submitted to update an expired agreement. Again, this is for a period of up to a year.

Modification 1 JPA (Mod 1)–

When there is a 5% or greater change in an individual's effort, salary, or end date to the agreement, a Modification 1 is needed. A Modification is also required when a JPA Holder's salary increases over the Federal Executive Compensation level (NIH CAP).

Modification 2 JPA (Mod 2) –

This is a funding notification when there is a less than 5% change in effort or salary. Often used when the effort distribution between NCIRE projects changes but total JPA effort does not change. Please note that a Modification 2 may not be used when the JPA Holder's Salary Increases over NIH CAP.

Necessary Documents for each type of JPA

New	Renewal	Modification 1	Modification 2
JPA Agreement	JPA Agreement	JPA Agreement	Memorandum of Understanding (MOU)
Memorandum of Understanding (MOU)	Memorandum of Understanding (MOU)	Memorandum of Understanding (MOU)	JPA Project Distribution
JPA Project Distribution	JPA Project Distribution	JPA Project Distribution	Justification (If applicable)
UCSF Salary Verification	UCSF Salary Verification	UCSF Salary Verification	
VA Salary Verification (if applicable)	VA Salary Verification (if applicable)	VA Salary Verification (if applicable)	
Justification (If applicable)	Justification (If applicable)	Justification (If applicable)	
NCIRE-JPA WOC Letter	NCIRE-JPA WOC Letter	NCIRE-JPA WOC Letter	

Steps for Filling out the JPA Agreement Form

1. In the upper center of the page, please list the name of the employee and the version number.
 - a. Ex: Doe, John v.1.
2. Enter the appropriate information for UCSF Employee Name, Last 4 Digits of SSN, UCSF Payroll Title, UCSF Department.
3. List **THE NAME OF THE PERSON PREPARING THE DOCUMENT** as the primary administrative contact along with that contact's email or phone number.
4. List the secondary contact with email or phone number.
5. Enter Monthly University Salary Pay Rate.
6. Choose the appropriate check box of either UCSF, or NCIRE, or N/A depending on if there is, or is not requested salary over the Federal Executive Compensation level (NIH CAP).
 - a. If the JPA Holder is being supported on an NIH Project and is above the NIH CAP – Select UCSF or NCIRE depending on where the PI will be funding the salary overage.
 - i. For any selection of NCIRE, it is required that the project allocation must be listed and signed for by a funding PI on the Project Distribution Page.
 - b. If the JPA Holder is being supported on an NIH Project but is below the NIH CAP – select N/A.
 - c. If the JPA Holder is being supported on non-NIH Projects – select N/A.
7. Enter Current Monthly Benefits.
8. Enter **THE DATE THAT THE PAY RATE IS EFFECTIVE** as the “As of (date)”.
9. Period of NCIRE assignment for NEW and RENEWAL JPAs will be for up to a period of one year.
 - a. Ex: 8/1/2020 – 7/31/2021.
10. Period of NCIRE assignment for MODIFICATION 1's can be for as little as a month for up to one year.
 - a. Ex: 8/1/2021 – 8/31/2021.
11. Enter NCIRE Hours per week.

12. Enter Monthly Estimated NCIRE Salary, Benefit and Other Employee Direct Cost.

a. The formula:

- i. **(Monthly University Salary Pay Rate + Current Monthly Benefits) x (NCIRE Hours Per week/40).**
- ii. Ex: $(10,000 + 3700) \times (5/40) = \1712.50 .

13. Monthly UCSF Administrative fee charged NCIRE (26%) will also be calculated by the spreadsheet.

a. The formula:

- i. **Monthly Estimated NCIRE Salary and Benefit Cost x 0.26.**
- ii. Ex: $\$1712.50 \times 0.26 = \445.25 .

b. NOTE: UCSF charges NCIRE an administrative fee for processing JPA payroll. This fee is calculated at 26% of total salary plus benefits plus associated JPA costs (i.e. GAEL) per billing period. If the funding source that the JPA individual is being paid from allows NCIRE's full F&A rate, NCIRE will cover the fee using its general administrative funds. If the JPA individual's effort is charged to a funding source that doesn't allow NCIRE's full F&A rate (i.e. industry or private donation account), the JPA fee is paid by the PI's admin funds.

14. Annual UCSF Administrative Fee charged NCIRE.

a. The formula:

- i. $(\text{Monthly UCSF Administrative fee charged NCIRE}) \times (12)$.

15. NCIRE Salary & Benefit Cost.

a. The formula:

- i. $(\text{Monthly Estimated NCIRE Salary and Benefit Cost}) \times (12)$.

16. Estimated Total NCIRE Cost.

a. The formula:

- i. $(\text{Monthly UCSF Administrative fee charged NCIRE}) + (\text{Monthly Estimated NCIRE Salary and Benefit Cost})$.

17. Please check mark whether the agreement is New, Renewal, or Modification.

a. If it is a modification, please use the space provided to describe the change from the previous agreement.

18. Fill in the effective date of the agreement under Article 1.01.

19. MAKE SURE EMPLOYEE SIGNS THE AGREEMENT.

Steps for filling out the Memorandum of Understanding

1. Enter the appropriate information in the upper right hand corner.
 - a. **NOTE:** if this is a NEW JPA, you will not have a UCSF Fund # at this time.
 - b. **NOTE:** For the effective dates, please enter the period of the assignment.
 - i. Ex: 8/1/2020 – 7/31/2021.
2. Under the Distribution of Effort make sure the correct number of hours is entered for Total Hours/Week. (40 is the standard number already filled in).
 - a. Ex: if the Employee works 55 hours/week enter 55.
 - b. Ex: if the employee works 24 hours/week enter 24.
 - c. **NOTE:** The maximum hours may **NOT** exceed 60 hours/week.
 - d. **NOTE:** UCSF & NCIRE Time Max at 40 hours per week (As all hours will be paid via UCSF).
3. Enter the relevant hours and project numbers under each appointment (UCSF, VA, NCIRE).
 - a. **NOTE:** Please work with the employee to ensure the number of hours for each appointment is correct.
4. Get appropriate signatures on the right side of the document.
 - a. **NOTE:** Staff Supervisor signature is needed when employee is in an administrator, staff, or specialist.
 - b. Please list name of the signature underneath the appropriate line.
 - i. Ex: Department Chair signature is Kenneth McQuaid, please make sure you fill in Kenneth McQuaid under the Department Chair signature line.
 - c. Remember to have the Employee sign this document.
 - d. **NOTE: Please refer to Routing Steps for how/when to obtain signatures.**
5. Distribution of Compensation – all these salaries should be listed WITHOUT benefits added in.
 - a. **NOTE:** If you cannot get the VA salary, please contact Amanda Grijalva x26673 for assistance.

Steps for filling out the JPA Project Distribution Form

1. Entering the information on the top of the document:
 - a. If this is a NEW JPA, you will not have a UCSF Fund/DPA # yet, you may leave this blank.
2. Project Allocations:
 - a. Fill in the current Project Allocations, JPA % Effort, and Hours/week.
 - i. **NOTE:** The Current numbers should match the previous JPA Agreement if you are completing a RENEWAL or MODIFICATION.
 - ii. If this is a NEW JPA, the “Current Project Allocation” spaces are to be left blank.
 - b. Fill in New Project Allocations, JPA % Effort, and Hours/week.
 - c. The Principal Investigator Name is the PI for the project.
 - d. The Principal Investigator for the Project will sign in the appropriate area.
 - i. **NOTE:** Even if the project effort did not change, PI signatures are still required for **RENEWALS, MODIFICATION 1, MODIFICATION 2s when salary is increased.**
 - ii. **NOTE:** The only exception will be for **MODIFICATIONS 2**; PI signatures are not required for projects where the effort **DID NOT** change.
 - iii. **NOTE:** Make sure the Principal Investigator Name and Signature Match.
3. Only completed If NCIRE is selected on page one of the agreement form. If UCSF Base Rate exceeds the Federal Executive Compensation Level (NIH Salary Cap) and effort is allocated to a NIH Funded project, the overage must have a listed project.
 - a. Fill in the NCIRE Project (Cannot be a direct project).
 - b. Fill in the Principal Investigator Name.
 - c. The Principal Investigator must sign in the appropriate area.
4. Please mark which Type of JPA this is.
 - a. **NOTE:** If it is a MODIFICATION Type 1, please describe the change in the comments section.
5. For the “UCSF Analyst contact Information” provide the name and email address of the person preparing the document and date the documents started to be prepared.
6. For the “UCSF Billing Contact Information” provide the name and email address of the person who will be handling the invoicing/billing for your department regarding the JPA.

Version Control

1. Each time you create a new JPA, REMEMBER TO UPDATE THE DOCUMENT NUMBER.
2. Ex: The first (NEW) JPA will be v.1.
 - a. The renewal that follows will be v.2.
 - b. **If there is a modification after the renewal it will be marked as v.3 NOT v.2 modification 1.**
 - c. PLEASE DO NOT USE SUB-VERSIONS, just continue in the number process so we know what version we are on.
 - d. If, for some reason, you cancel a JPA, please reuse that number, do not leave a number gap in submitted JPAs.
 - e. **PLEASE REMEMBER TO UPDATE EACH PAGE OF ALL THE DOCUMENTS WITH THE CORRECT VERSION NUMBERS.**

Justification

1. Any time a late (>90 Days) JPA is submitted a PI Approved Justification is required and may be turned in via the following:
 - a. Memo Letter Head notice.
 - b. Email Chain.
 - c. Notes section of JPA Project Distribution Page.
2. All justifications should include the following:
 - a. Why the JPA is late.
 - b. Assurance that the JPA will be submitted in a timely manner moving forward.
 - c. PI signatures.
3. **Note:** Justifications must be signed by all principal investigators listed on the Project Justification Page.

Routing Steps

1. UC Analyst:

- ✓ Prepares JPA Packet.
 - This includes all necessary documents based on the type of JPA.
 1. INCLUDING UCSF SALARY VERIFICATION.
 2. INCLUDING NCIRE-JPA WOC LETTER.
 - ✓ Routes for JPA Holder (Employee) Signature and Appropriate PI Signatures.
 - ✓ Routes for Department Chair signature and SF VA Service Chief signature (if applicable).
 - ✓ Sends packet to NCIRE HR once signatures are obtained.
 - Send to the NCIRE JPA email at jpa@ncire.org.

2. NCIRE HR:

- ✓ Requests VA salary verification (if applicable).
- ✓ Reviews all forms for completeness of signatures, documents, etc.
 - If there are any inconsistencies or discrepancies, the JPA is sent back to the UC Analyst for correction (this may occur after review from NCIRE entities listed below).
- ✓ Routes internally via DocuSign for signatures in this order:
 - Grants Specialist.
 - Joanna Zhao, Controller/Secretary/ Treasurer.
 - Rebecca Rosales, NCIRE Executive Director.
- ✓ Routes for VA signatures (if applicable):
 - VA Chief of Staff Reviewer.
 - VA Chief of Staff/VA Deputy Chief of Staff.
- ✓ DocuSign sends packet to UC Analyst once signatures are obtained.

3. UC Analyst:

- ✓ Routes to the GBC office for final UC signatures.
 - Contact: Sheila Quimpo Sheila.Quimpo@ucsf.edu.
 - GBC office sends fully executed JPA to JPA@ncire.org.

4. NCIRE HR:

- ✓ Sends copy of fully executed JPA to the following:
 - Primary UC Analyst.
 - Secondary UC Analyst.
 - GBC office GBCInfo@ucsf.edu.
 - Jian Pu, NCIRE Accounting Manager.

5. UC GBC:

- ✓ Contacts UC Analyst.
- ✓ Confirms set up of DPA/UCSF Fund.
 - Analyst notifies NCIRE Accounting of Fund.
- ✓ Sends Accounting Invoice.

VA-JPA WOC Letter Process

1. UCSF Analyst:

- Determine if the JPA Holder has a valid WOC Letter.
 - Obtain from JPA Holder.
- After confirmation either:
 - Submit the valid WOC Letter with all New or Renewal JPAs.
 - Submit a request to NCIRE HR to start the NCIRE-JPA-WOC Letter Process.
 - a) Process may have already started, obtain an email from NCIRE HR regarding the status of the WOC Letter.
 - b) Process for renewing WOC Letter starts 6 months before expiration.

2. NCIRE HR:

- Contact VA HR to confirm required forms to obtain WOC Letter.
- Request the following completed documents from the JPA Holder via DocuSign:
 - WOC Letter.
 - eQip (only if there is no valid PIV Card, or if requested by VA HR).
 - Oath (Form 61).
 - Fingerprinting (only if there is no valid PIV Card, or if requested by VA HR)
 - Form 306.
 - Resume.
 - Two I-9 Documents (Must also provide proof of Citizenship).
- After receipt and review, documents are submitted to VA HR via LEAF.

3. VA LEAF System:

- Reviews all forms for completeness of signatures, documents, etc.
 - For any inconsistencies or discrepancies, the documents are returned to NCIRE HR.
- Routes internally for signatures:
 - Kenneth Owens - VA Human Resources VISN Manager.
- LEAF sends to NCIRE HR once signatures are obtained.

4. NCIRE HR:

- Sends a copy of the JPA WOC Letter to the following:
 - JPA Holder.
 - VA R&D.