

### Pooled Positions

For pooled positions, you can show the detail about the number of people, percentage of time worked, and average salary (Example 1) or you can enter the total salary for a pooled position (Example 2).

#### Graduate Student Instructor (GSI)

- Average Monthly Pay Rate: \$4,500 (<https://hr.berkeley.edu/labor/contracts/BX/current-rates> has current rates)
- # of student employees: 80
- Time worked: 25%

#### Example 1

Monthly Pay Rate Tab		Distributions Tab		Salary Expense Tab
Monthly Pay Rate	4,500			
		50200-Acad-Student-Pct	0.25	
		Pooled FTE	80	

#### Example 2

Monthly Pay Rate Tab		Distributions Tab		Salary Expense Tab
Monthly Pay Rate	90,000			
		50200-Acad-Student-Pct	1	
		Pooled FTE	1	

### Fee Remissions

- Students in these pooled positions may be eligible for fee remission based on the number of hours worked:
  - GSR - Resident
  - GSR - Non-Resident
  - GSI
  - Reader/Tutor - Student
- Planners enter the number of students eligible for Fee Remission for each pooled position and DeptID intersection in the Pooled Headcount account on the Distributions tab
- CalPlanning calculates fee remission expense in CalPlan, Non-Comp Expense Account 5380X Fee Remission - Plan
- Fee remission is expensed once per semester in September and February  
<https://grad.berkeley.edu/financial/fee-remissions/>
- See [CalPlanning Release Notes](#) for Fee Remission rates programmed into CalPlanning

### Pooled Positions with Multiple Benefit Rates

Pooled positions for non-ladder ranked faculty may include employees eligible for different benefit rates. In these cases, a Distribution Account will be needed for each benefit rate group. Let’s take a look at a roster of Lecturers that is maintained outside of HCP.

#### Example: Pooled Lecturer Roster

Name	Monthly Pay Rate	Distribution	Salary Expense	Benefit Group
Maude Findlay	12,000	1.00	12,000	Full
Gabe Kotter	13,000	1.00	13,000	Full
Howard Cunningham	7,000	0.50	3,500	Limited
Fred Sanford	6,000	0.50	3,000	Limited
Fred Mertz	6,000	0.50	3,000	Limited
Margaret Houlihan	6,000	0.50	3,000	Limited
			37,500	

#### Percentage of Salary Applicable to Each Benefit Group

Benefit Group	Total Salary	% of Total Salary
Full	25,000	25,000 / 37,500 = 0.667
Limited	12,500	12,500 / 37,500 = 0.333
	37,500	37,500 / 37,500 = 1.000

### Entering the Data in HCP

When you have multiple benefit rates for employees in the pool, enter the total monthly pay in the Average Monthly Pay Rate tab.

The screenshot shows the 'Task - Create and Manage HCP Pooled Positions' interface. The 'Average Monthly Pay Rate' tab is selected. The table below shows the data for 'Lecturer Pooled' in organization '1\_10045 - ACBUD ABRPB Immed Office' for FY20. The total monthly pay rate is 37,500, which is distributed across January, February, and March.

Comments	FY20		
	Jan	Feb	Mar
Lecturer Pooled 1_10045 - ACBUD ABRPB Immed Office	37,500	37,500	37,500

To ensure the correct calculation of benefits, enter the % of total salary applicable to each benefit group in the Distribution Account for each benefit rate.

The screenshot shows the 'Distributions' tab in the HCP software. It details the distribution of the 37,500 total salary across different benefit groups for the 'Lecturer Pooled' position. The distribution is split into 'Acad-Full Benefits-Pct' (67%) and 'Acad-Limited Benefits-Pct' (33%).

				Jan
Lecturer Pooled	1_10045 -	A50200 - Acad-Full Benefits-Pct	Unrestricted - Plan C1 - Summary - Plar	0.67
		A50200 - Acad-Limited Benefits-Pct	Unrestricted - Plan C1 - Summary - Plar	0.33
		Pooled FTE	Unrestricted - Plan C1 - Summary - Plar	1