

**UNIVERSITY OF PUERTO RICO
CENTRAL ADMINISTRATION
RESOURCE CENTER FOR SCIENCE AND ENGINEERING**

**INTERNAL PROCEDURE TO PROCESS FORM 125A DURING AN ACADEMIC SEMESTER
(ACADEMIC LOADS SUBSTITUTION)**

PAYROLL DISTRIBUTION (125A)

Academic Loads Substitution:

During an academic semester, Academic Loads Substitutions will be required for Researchers who will spend time in their research projects.

1. The RCSE Project Administrator (PA) will request Form 125A from the Researcher who will provide the service. Form 125A can be provided by the Researcher or by the academic department. Form should be completed in all its parts:
 - Unit
 - Full name of Researcher (Employee Name)
 - Department and Faculty
 - Position
 - Classification (Faculty, Professional, Non-Professional)
 - Appointment Type
 - Institutional Base Salary (IBS) (include documentation that validates IBS)
 - Effort Report Period and Year
 - The accounts to debit researcher's salary with the percentage of effort committed, including Campus, RCSE account number that will be used to pay effort (include Budget Justification and documentation to provide evidence of effort approved)
 - Researcher's signature in the "Approvals"- Employee Signature field
 - Form must be signed by the Home Department's Director, Dean and Chancellor
2. The Project Administrator preliminary reviews committed and approved effort in the proposals. Form 125A is sent to the Human Resources Office (HR) for revision and Institution Base Salary (IBS) confirmation.
3. If IBS is correct, HR will document, initiate as correct and return Form 125A to PA to continue with the process. If IBS is incorrect, HR will document salary and return Form 125A to PA for corrections, collect signatures and/or endorsement again, and continue with the process.
4. Once Form 125A is complete and correct, the Project Administrator is responsible in collecting the required signatures or receives Form 125A with all required signatures already included. The PA will prepare the Personnel Action form, and will send both forms to the RCSE Finance Office (FO) with relevant documentation to support the committed effort in the proposals (Budget Justification in the proposal as approved).

5. In the FO, the accountant reviews the information and verifies that both documents (Form 125A and Personnel Action) are in concordance to what is approved in the proposals. If both forms are correct, the accountant will initiate as correct and will send to HR. If any of the forms is incorrect, the accountant will return forms to the PA indicating the error to be corrected before re-submitting to the Finance Office.
6. Once the process is completed in the FO, the personnel action and Form 125A are initiated as correct and sent to the RCSE HR Office. The accountant prepares letter of allocation of funds to the Researcher's Home Campus to cover the academic loads substitution.
7. HR verifies all the information in both forms. All the information is double-checked; including information in the approved proposals. Once all information is verified and correct, a confirmation letter of the academic loads substitution and copy of Form 125A are sent to the Chancellor of the Researcher's Home Campus.