

COLLEGE OF NATURAL AND AGRICULTURAL SCIENCES

*Administrative Reference Guide*

**CWF = Communications Worker Fee**

Revision Date: 10/08/07

***General Use***

The definition of a Communications Worker is a campus employee who: 1) is paid via the campus Payroll Personnel System; 2) has direct access to the campus network (this access can be via a network port, the wireless campus network, or a privately shared network port); and 3) utilizes the campus network in the performance of his or her duties at UCR- using the network may include e-mail, hosting or accessing web pages, utilizing campus network enabled applications (Blackboard, PeopleSoft), etc. - the "amount" of network usage does not determine whether or not an employee (title code) is considered a Communications Worker.

The UCR Communications Worker fee (CWF) recovers data network costs through a monthly charge based on the employee's payroll title code. Certain title codes, e.g. custodians, are not assessed CWF because the performance of duties at UCR does not require them to utilize the campus network (see attached list). If the title code is not on this list, then CWF will be charged.

***Guidelines***

CWF is based on FTE multiplied by \$23.41 per month effective 9/1/07. Charges will appear in BC45 and the associated source code on the ledgers and in UCRFS Totals is CWF. These expenses cannot be transferred using the NCT or FCT application in UCRFS - either they must be transferred in association with a salary transfer processed through PPS or they may be transferred via a journal entry processed by Accounting, which would need justification (very rare).

CWF was implemented in September 2002 on all fund sources and charges were assessed retroactively for FY2002. CWF was suspended as a direct charge on all sponsored awards as of May 5, 2005- this fee was disputed by NSF because they felt it was already being recovered by UCR as part of the indirect costs.

Fund ranges for sponsored awards that are no longer assessed CWF are as follows: 18000-18999 (state); 20400-20999 (state); 21000-33999 (federal); and 57000-59999 (private).

If CWF is reinstated as a direct charge on sponsored awards, there are two instances where a specific sponsored award may be exempted from CWF:

- 1) Employee(s) is/are (a) located off campus (at a remote site), (b) does not use UCR's data network infrastructure and services (does not have an email account within the UCR system), and (c) does not regularly attend meetings or conferences on campus. If these conditions are true (i.e. some employees located at the Kearney Ag Center), then complete the CWF Exception Request form.

- 2) If the sponsored award specifically does not allow such charges, the CWF may be redirected from the sponsored award FAU to another unrestricted fund source (i.e. 19900 funds, Various Donor funds, etc). Complete the CWF Redirect Request form.

### ***Forms***

Forms are at [http://www.cnc.ucr.edu/how.php?content=about\\_us/about\\_finance/comm\\_docs.html](http://www.cnc.ucr.edu/how.php?content=about_us/about_finance/comm_docs.html)

### ***References***

[http://cnc.ucr.edu/downloadable\\_files/communications/comm\\_narrative.pdf](http://cnc.ucr.edu/downloadable_files/communications/comm_narrative.pdf)

**LISTING OF NON-COMMUNICATION WORKER AS DEFINED BY PAYROLL TITLES**

As of 6/11/2002

**Communications**

<b>Worker Title Code</b>	<b>Payroll Title</b>	<b>Bargaining Unit Code</b>
3061	--- IN THE AES-ACAD YR - 1/9TH	FX
3802	___ RECALL	99
3005	_____ IN THE A.E.S.-F.E.R.P	FX
1111	_____-SENATE-AY-RECALLED-VERIP	A5
3249	_____-SENATE-EMERITUS	A5
3990	ADDL COMP-HGH&OLIVE VIEW MCS	87
496	ADMIN STIPEND WITH MGT TITLE	87
1099	ADMINISTRATIVE STIPEND	87
9899	ADMINISTRATIVE STIPEND A&PS	99
6107	ART MODEL	TX
3106	ASTRONOMER RECALLED	FX
8475	ATTENDANT, AUTOMOTIVE	SX
8487	AUTO EQUIPMENT OPERATOR	SX
8485	AUTO EQUIPMENT OPERATOR, PRIN	SX
5503	BAKER	SX
5505	BAKER, ASST	SX
5502	BAKER, SR	SX
8844	BOOKBINDER, LIBRARY	GS
8845	BOOKBINDER, LIBRARY, ASSISTANT	GS
8843	BOOKBINDER, LIBRARY, SR	GS
6773	BOOKMENDER, LIBRARY	SX
6772	BOOKMENDER, LIBRARY, SR	SX
8213	BUILDING MAINTENANCE WORKER	SX
8212	BUILDING MAINTENANCE WORKER,SR	SX
3297	CHI GREEN SCHOLAR - SAN DIEGO	99
4104	CHILD DEVEL CNTR TEACH II-SUP	99
4106	CHILD DEVEL CNTR TEACH I-SUP	99
4107	CHILD DEVELOP CENTR TEACHER I	CX
4108	CHILD DEVELOPMENT CENTER ASS'T	CX
4014	COACH--INTERCOL ATHLETIC, ASST	99
2305	COMM TEACHING FELLOW - GSHIP	BX
2306	COMM TEACHING FELLOW-NON-GSHIP	BX
5523	COOK	SX
5524	COOK, ASST	SX
5521	COOK, PRIN	99
5522	COOK, SR	SX
5526	COOK, SR-SUPVR	99
5117	CUSTODIAN	SX
5119	CUSTODIAN SUPV, ASST.	99
5113	CUSTODIAN, LEAD	SX
5066	DELIVERY WORKER	SX
2211	DEMONSTRATION TEACH-3YR.CONTR.	IX
2210	DEMONSTRATION TEACHER	IX
9717	DIVING OFFICER	TX
8483	DRIVER	SX
7134	E.H. & S. SPEC., ASSIST.	99
8563	EQUIPMENT OPERATOR	SX

**Communications**

<b>Worker Title Code</b>	<b>Payroll Title</b>	<b>Bargaining Unit Code</b>
8525	FARM MACHINERY ATTENDANT	SX
8146	FARM MAINT WORKER, SR-SUPVR	99
8149	FARM MAINTENANCE WORKER	SX
8148	FARM MAINTENANCE WORKER, SR	SX
8544	FARM WORKER, SEASONAL PER DIEM	SX
9366	FIELD WORK ASST	99
2265	FIELD WORK CONSULTANT - FY	IX
2251	FIELD WORK SUP.-AY-3YR.CONTR.	IX
2256	FIELD WORK SUP.-FY-3YR.CONTR.	IX
2255	FIELD WORK SUPERVISOR -FY	IX
2250	FIELD WORK SUPERVISOR-ACAD YR	IX
9805	FIRE FIGHTER	TX
9804	FIRE SPECIALIST	TX
2266	FLD.WORK CONSULT.-FY-3YR.CONTR	IX
2261	FLD.WORK CONSULT-AY-3YR.CONTR.	IX
5652	FOOD SERVICE WORKER	SX
5653	FOOD SERVICE WORKER, ASST	SX
5452	FOOD SERVICE WORKER, LEAD	SX
5650	FOOD SERVICE WORKER, PRIN	SX
5651	FOOD SERVICE WORKER, SR	SX
8314	GLASSBLOWER,LABORATORY,TRAINEE	TX
8134	GROUNDS EQUIPMENT OPERATOR	SX
8133	GROUNDSKEEPER	SX
1969	HUGHES INVESTIGATOR	99
3030	JR ----- IN THE A.E.S.	FX
3031	JR ----- IN THE A.E.S.- SFT-VM	FX
3130	JUNIOR ASTRONOMER	FX
3330	JUNIOR SPECIALIST	FX
8076	LABORER	SX
8543	LABORER, FARM	SX
8075	LABORER, LEAD	SX
5842	LAUNDRY MACHINE OPERATOR	SX
4031	LIFEGUARD	TX
6653	LINGUISTIC INTERPRETER	TX
6652	LINGUISTIC INTERPRETER, SR	TX
8167	MAINTENANCE_(A)	K5
8165	MAINTENANCE_(A), LEAD	K5
8166	MAINTENANCE_(B)	K5
8164	MAINTENANCE_(B), LEAD	K5
9619	MARINE TECH III - NON EXEMPT	RX
9618	MARINE TECH II-NON EXEMPT	RX
8523	MECHANIC, FARM MACHINERY	SX
8524	MECHANIC, FARM MACHINERY, ASST	SX
8522	MECHANIC, FARM MACHINERY, SR	SX
8653	MECHANICIAN, LAB	TX
8654	MECHANICIAN, LAB, HELPER	TX
8651	MECHANICIAN, LAB, PRIN	TX
8652	MECHANICIAN, LAB, SR	TX
3999	MISCELLANEOUS	99
2284	NURSERY SCH.TEACHER-3YR.CONTR.	IX

**Communications**

<b>Worker Title Code</b>	<b>Payroll Title</b>	<b>Bargaining Unit Code</b>
2286	NURSERY SCHOOL ASSISTANT-GSHIP	BX
2287	NURSERY SCHOOL ASST-NON-GSHIP	BX
2285	NURSERY SCHOOL TEACHER	IX
8086	PEST CONTROL OPERATOR	SX
2330	PHYS ACTIVITIES ASST-GSHIP	99
2331	PHYS ACTIVITIES ASST-NON-GSHIP	99
5863	POWER SEWING MACHINE OPERATOR	SX
2850	READER - GSHIP	BX
2851	READER - NON-GSHIP	BX
2500	READER - NON-STUDENT	BX
6677	READER FOR THE BLIND	TX
2854	READER-GSHIP/NON-REP	99
2855	READER-NON-GSHIP/NON-REP	99
2520	READER-NON-STUDENT/NON-REP	99
1706	RECALL ____-FY-GENCOMP	A5
1705	RECALL ____-FY-MEDCOMP	A5
1704	RECALL ____-GENCOMP-A	A5
1703	RECALL ____-GENCOMP-B	A5
1701	RECALL ____-MEDCOMP-A	A5
1702	RECALL ____-MEDCOMP-B	A5
4022	REFEREE/UMPIRE	99
2271	REM TUTOR I-GSHIP/NON-REP	99
2273	REM TUTOR II-GSHIP/NON-REP	99
2272	REM TUTOR II-NON-GSHIP/NON-REP	99
2270	REM TUTOR I-NON-GSHIP/NON-REP	99
2288	REMEDIAL TUTOR I - GSHIP	BX
2280	REMEDIAL TUTOR I - NON-GSHIP	BX
2289	REMEDIAL TUTOR II - GSHIP	BX
2290	REMEDIAL TUTOR II - NON-GSHIP	BX
3205	RES --- - ACAD YR- 1/9TH PYMT	FX
3209	RES ---- - RECALLED	FX
1987	RES ----- -FISCAL YR-BUS/ENG	FX
3998	SALARY SUPPLEMENTATION	87
9623	SCANNER I	TX
9621	SCANNER I, SUPERVISING	99
9622	SCANNER II	TX
5327	SECURITY GUARD	SX
5326	SECURITY GUARD, SR	SX
5325	SECURITY GUARD, SR-SUPVR	99
3575	SPEAKER - UNIVERSITY EXTENSION	99
0199	SPEC LV SAL W EXEC & SEARLES	99
0197	SPEC LV SAL WITH EXEC CONT	99
2852	SPECIAL READER UCLA-GSHIP	BX
2853	SPECIAL READER-UCLA-NON-GSHIP	BX
6344	STAGE HELPER	TX
3981	STATE SAL DIFF-XMURAL-LPNI/NPI	87
3980	STATE SALARY DIFF-LPNI/NPI	87
1092	STIPEND-RESIDENT	87
4000	STUDENT AID, OUTSIDE AGENCY	99
2428	SUBST.TEACHER-3YR.CONTRACT	IX

**Communications**

<b>Worker Title Code</b>	<b>Payroll Title</b>	<b>Bargaining Unit Code</b>
2427	SUBSTITUTE TEACHER	IX
0195	SUM DIFF WITH EXEC TITLE	99
1098	SUMMER DIFFERENTIAL	87
7233	SURVEY WORKER	CX
7232	SURVEY WORKER, SR	CX
3993	TEMP FACULTY HOUSING ALLOWANCE	87
0198	TEMP SALARY SUPP WITH EXEC TTL	99
0498	TEMP SALARY SUPPL WITH MGT TIT	87
6680	TRANSLATOR/INTERP FOR THE DEAF	TX
8083	TREE TRIMMER	SX
2860	TUTOR - GSHIP	BX
2861	TUTOR - NON-GSHIP	BX
2510	TUTOR - NON-STUDENT	BX
2862	TUTOR-GSHIP/NON-REP	99
2863	TUTOR-NON-GSHIP/NON-REP	99
2521	TUTOR-NON-STUDENT/NON-REP	99
9995	UNCLASSIFIED	99
9999	UNCLASSIFIED	99
1112	#NAME?	A5
1113	#NAME?	A5
1114	#NAME?	A5
3001	#NAME?	FX
3006	#NAME?	FX
3012	#NAME?	FX
3062	#NAME?	FX
3063	#NAME?	FX
3800	#NAME?	99
3803	#NAME?	99
3804	#NAME?	99