To find base salary information for faculty with UPG (formerly HSF) pay:
1) Log into the HRMS module of the Integrated System
2) Find the employee
3) Click the "Special Info" tab
4) Scroll down and select "Emp-HSF SOC Information"
5) Click into the detail top line (pointed out above)
6) Use "Total Compensation" for the first input line of the LD calculator, "Total Base Salary (Including UPG Pay)"
7) Subtract "HSF Supplement" from "Total Compensation" to get the "Total Base Salary-UVA Portion Only" input line on the LD calculator

For this employee:
(1) $253,000 Total Compensation goes into the first input line of the LD Calculator "Total Base Salary Including UPG Pay"

(2) $253,000 Total Compensation - 28,000 "HSF Supplement" = $225,000 UVA Salary.
Input $225,000 in the "Total Base Salary-UVA Portion Only" box on the LD Calculator. (If you prefer, you can also click the "Assignment" button in HRMS, then select "Salary" to get the UVA ONLY base salary)