

Summer 2019 – Summer Payroll Processing Instructions

Applicability: Regular faculty (with budgeted positions during the fall/spring semesters), salaried graduate students, and adjuncts

ePAR Due Date: ePARs for 7-1 payroll should be submitted and approved by June 14. Please have to the Provost Office by noon on June 12.

Summer Faculty Spreadsheet Due Date: Please return the completed Faculty spreadsheet(s) for Summer I, Maymester, 8 Week, 10 Week and Summer submitted to Tami Patterson no later than **June 6th**. We will not be able to approve faculty teaching ePARs until we receive the departmental or College spreadsheet. Summer II data can be submitted later in June/July but must be submitted no later than **July 3rd**.

FACULTY INSTRUCTIONS

Summary of Summer Compensation Rules unless Documented Exception Granted by Provost

- **Rate factor = 2.5% per SCH (7.5% for 3 SCH)**
 - Minimum Salary = \$1087.50 per SCH (\$3,262.50 for 3 SCH) [with Incentives = \$1,359.38/SCH]. Please note: if necessary, this minimum salary can be increased to match the salary paid to adjuncts in the department.
 - Maximum Salary = \$2,833.33 per SCH (\$8,500 for 3 SCH) [with Incentives = \$3,541.67/SCH]
 - NEW: At the discretion of the college, and provided that the college has the ability to fund the additional expense without negatively impacting other course offerings, the college can permit a maximum salary up to the amount that would be calculated at 2.5% per SCH.
- **Course Size – Incentive/Disincentive Schedule** (NOTE: Do not apply disincentives to practicum or study abroad courses which may have lower enrollment than the rates prescribed below)

Undergraduate Enrollment	<u>Impact on Base Salary</u>	Graduate Enrollment
1 - 6	-25%	1 - 3
7 – 10	-15%	4 - 5
11-14	-5%	6 – 7
15 – 40	Neutral (0%)	8 - 20
41 - 60	+5%	21 - 40
61 - 80	+15%	41 - 60
81+	+25%	61+

The summer faculty spreadsheet is for reference and calculation only, but **must be completed and returned** to the Provost Office for use in verifying ePAR data. We will not be able to approve faculty teaching ePARs until we receive the departmental or College spreadsheet.

1. All summer appointments **must be submitted via ePAR**. Please reference the instructions on the summer pay PowerPoint for step-by-step directions on ePAR entry and to locate information on FTE and semester dates.
2. To use the calculation formulas built into the spreadsheet, only fill in the blue columns. All other fields will calculate for you. Any errors found in the salaries should be referred to Melinda Lilly or Tami Patterson (x3951 or X3953).

3. The spreadsheet calculations should be used to calculate rates for **teaching appointments only**. Please note that Column J “Monthly Salary” is the faculty member’s regular monthly rate of pay. This figure can be used to calculate Faculty Research (Job Code 1301) and Faculty Program/Project Coordinator (Job Code 1233) appointments.

4. The spreadsheet is divided into four tabs. Each tab represents a different summer pay period or information for other additional pay. Please read the notes on the top of each tab to identify the pay period covered and/or the information requested on that tab. The GREEN Total section on each tab can be used for ePAR data entry. This area will calculate the monthly salary and FTE that should be entered for teaching during that particular pay period.
 - The first tab should be used for calculating teaching payments for Summer I, 8 Week, and Maymester, with ePAR **effective date** of 6-1 and **appointment end date** of 7-15.
 - The second tab should be used for calculating teaching payments for Summer II, with ePAR **effective date** of 7-16 and **appointment end date** of 8-31.
 - The third tab should be used for calculating teaching payments for 10 Week or Summer with ePAR **effective date** of 6-1 and **appointment end date** of 8-31
 - **The fourth tab is used to document non-instructional work performed by faculty**. Please complete this tab for documenting summer work performed by faculty on a 1233 job code paid from any funding source, or for work performed on a 1301 job code that is not paid from external project funding. If the faculty member has a written agreement for the summer appointment(s), please indicate that in the description column including the date of the agreement and the name of the individual who authorized the agreement in addition to providing a brief description of the work being performed. Please add additional columns if faculty have more than three appointments during the summer pay period. We will review and request additional information as needed.
 This tab lists each faculty member in your college along with their current 9 month salary and monthly full-time equivalent salary. Please complete the following columns for each additional appointment:
 - Time Period for Appointment
 - FTE for Appointment
 - Total Amount to Pay for Appointment
 - Description of Work to be Performed for Appointment
 - How will completion of work be verified

5. Please note that you will need to submit **separate** ePARs for appointments that have different start/end dates, different job code, different rates of pay, and/or different monthly payment amounts. For example, you can submit one ePAR for a faculty member teaching 1 Maymester course and 1 Summer I course. However, you would need to submit two separate ePARs for a faculty member teaching Summer I and also serving in a 1301 research appointment. Similarly, you would need to submit two separate ePARs for a faculty member teaching Summer I and also teaching a 10 Week course.

6. Chairs with 12-month appointments will not appear on the spreadsheet as they are already on payroll for 100% during the summer. If a new chair starts in the summer, consult with the Provost Office regarding appropriate payroll documents.

7. Modified faculty will not appear on the spreadsheet. If a modified faculty member is teaching during this session, please submit an ePAR.

8. Please coordinate total FTE for summer appointments for faculty who have joint appointments with the employee’s other college/department. Faculty with joint appointments will only appear on their “home”

department spreadsheet. If you need salary data for someone with a joint appointment, please contact Melinda Lilly at x3951.

9. Enrollment data should be reflective as of the census date for each summer session. Census dates are included on the summer pay PowerPoint. If you submit ePARs prior to the census date, please ensure that departments go back and review changes in enrollment. If there is a resulting change in the faculty member's salary due to incentive or disincentives, please submit an ePAR to change their salary data and indicate the reason for the change in the comments section.
10. Please use the comments section in ePAR to note the faculty member's regular 9 month salary. Additionally, for job code 1233 or job code 1301 (excluding any payments to faculty on external project funding) appointments please include a brief description of the work to be performed in the comments section or include an attachment describing the work.
11. Changes to data submitted must be made via ePAR. Additionally, terminations must be submitted via ePAR if the individual terminates the appointment prior to the appointment end date.

NOTE: Do not submit ePAR's dated 6/1 – 8/31 on a faculty member's regular 9-month job record. These will not be approved. If an urgent situation arises, contact Academic Resources for guidance.

SALARIED GRADUATE STUDENTS and ADJUNCT INSTRUCTIONS

1. **All summer appointments must be submitted via ePAR. Please reference the instructions on the summer pay PowerPoint for step-by-step directions on ePAR entry and to locate information on FTE and semester dates.**
2. Students may not change levels until September. Please use appropriate job codes that correspond with their current level.
3. Please note that you will need to submit **separate** ePARs for appointments that have different start/end dates, different job codes, different rates of pay, and/or different monthly payment amounts. You can only combine jobs onto one ePAR if all these factors are similar. For example, you can submit one ePAR for serving as a TF for two classes that will be paid from the same funding source during the same time period. You would need to submit two separate ePARs if a grad student will be serving as a 50% TF and also as a 50% RA during the summer. Similarly, you would need to submit two separate ePARS if a grad or adjunct is teaching one class in Summer I and a second class for 10 week because there are different appointment dates.
4. Changes to data submitted must be made via ePAR. Additionally, terminations must be submitted via ePAR if the individual terminates the appointment prior to the appointment end date.
5. Please Note: It is critical that departments not terminate spring appointments for employees if they have worked the complete semester. Most salaried grad and adjunct employees are eligible for benefits continuation through the summer. We will leave the spring jobs in "work break" status through the end of August and then will programmatically remove any non-returning employees.