



SUMMER 2022
PAYROLL FOR
FACULTY, GRADUATE STUDENTS
AND ADJUNCTS

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9-MONTH APPOINTMENTS & PAY

- 9-month employment is a special status specific to the academic environment, uncommon elsewhere
- The status usually involves some individuals who also work summer terms and some who don't
- The university offers special pay options (and insurance premium deduction options) to this group



WHAT ARE 9 MONTH PAY OPTIONS?

- **Premium Reserve** means regular salary is divided by 9 and paid out Sept – May. This is the default pay option. Summer insurance premiums are deducted from the employee's 9 checks and held in reserve to cover summer insurance costs.
- **Annualized Compensation** (salary spread) means the 9-month salary amount is paid out and insurance premiums are deducted over 12 months. This is an elected option. The amount paid in summer will show as **PNE (paid not earned)** on the employee paycheck.



9-MONTH PAY OPTIONS (CONT.)

- Premium reserve and annualized compensation apply to base pay only. Augmentations are not spread over summer.
- Annualized Compensation Election (or cancellation) made by 9 month faculty/staff **BEFORE** their first day of work for the new academic year. Deadline for Annualized Compensation election is 8-11-22.
- Current employees will remain in their current election unless they submit a form to change their election. Deadline is also 8-11-22.



HOW SUMMER PAYROLL WORKS....

- Those on annualized compensation must remain in their primary job record (employee record) for the summer months to pay out their summer reserve pay. This is managed electronically by ITSS.
- Reserve pay will show as “paid not earned” on earnings statements.
- A separate job record must be used to pay for work performed in summer or Maymester, regardless of the 9/9 or 9/12 pay option selected.



WHAT THIS MEANS FOR SUMMER PAYROLL PROCESSING

- **All summer jobs for faculty, adjuncts and salaried graduate students are entered via ePAR.**
- Reference and calculation spreadsheets including payroll data for faculty will be provided by Academic Resources. These spreadsheets are *for reference only* and will not be used to load data.
- New faculty who work in the summer will need to complete onboarding prior to submission of the summer ePAR. Also, new faculty will require submission of an additional hire ePAR for the fall to hire them into their regular 9 month faculty position.
- If you have any Chairs, Associate Deans, or Deans moving into or out of an administrative role in the summer, **please work with Academic Resources to determine best process.**



FACULTY SUMMER SPREADSHEET

- Academic Resources distributes a summer payroll spreadsheet to each college or school to use for summer payroll preparation.
- Teaching – Use spreadsheet calculation to determine summer pay. On ePAR, please note the classes being taught by the faculty member.
- Faculty Research and Faculty Program/Project Coordination– on the spreadsheet, you will provide a brief description of the work that the faculty member will be performing, including the time period, FTE, and amount to pay. On the ePAR, please also include a brief description of the work performed in the comments.



PLANNING FOR SUMMER FUNDING

- Discuss with your College Financial Officer which chart strings should be used for your summer payroll expenses. Planning ahead will save time and errors when ePARs are submitted. In addition, your College Financial Officer may recommend additional purpose codes for other types of summer employment.
- In order to better identify research expenditures we require that departments use function 220 on any payments on job code 1301 that are not being paid on a “G” project.
- A list of new faculty who should receive Junior Faculty Summer Research funds has been distributed to the College Financial Officers. These should be paid during summer on job code 1301 (if elected as compensation). Please work with your College Financial Officer to determine the proper chart string for the ePAR.
- If you will be employing faculty conducting research on non-project funds, then it is recommended that you submit ABAs and work with Budgets prior to 6-1 to set up any necessary chart strings using function 220.



FACULTY TERMINATIONS/OFF BOARDING

- Faculty terminations should not go through the HR off boarding process, due to the different manner in how last physical day and last day on payroll are managed for faculty.
- Faculty who are terminating at the end of the spring or following the summer semester may have an ePAR submitted at any time. If possible, please attach a copy of the resignation letter to the ePAR.
- Note – a mass termination process will run in September to terminate any non-returning adjuncts or salaried graduate students so termination epars are not required for these job categories unless someone terminates mid-semester.



FACULTY TERMINATIONS/OFF BOARDING (CONT.)

- Faculty members who are *retiring* should have confirmed a retirement date with System HR Benefits. The effective date of the retirement ePAR will be the day following the date of retirement. Example: a 6/31 retirement date will have a 7/1 ePAR effective date.
- Faculty members not returning in Fall 2022 should have an ePAR submitted with a 9/1 effective date, unless they are transferring to another state agency with a start date prior to 9-1-22.
- If a faculty member will be going on modified service beginning 9-1-22, a termination ePAR should be submitted with a 7/31 effective date. This ensures retention of sick leave upon return to duty in the fall.



SUMMER FACULTY JOB CODES

- Regular academic job codes will be the same as during regular academic terms (ex: 0200, 0300, etc.)
- Authorize Faculty Research appointments on job code 1301. Authorize Summer Faculty Program/Project Coordinators on job code 1233.
- If a faculty member will be teaching for more than 100% FTE, then additional FTE should be coded as 0702 – Overload.
- 9 month Staff (eg Postdocs & Research Scientists) use regular job code
- Faculty Task job code is 1621.
- **The Supplemental Compensation Calculation spreadsheet should be attached to all ePAR's, including those to pay augmentations and tasks. The spreadsheet does not need to be attached to teaching ePAR's. The spreadsheet is available at: <https://vpaa.unt.edu/resources/recruitment/compensation-summer>**
- **Important 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. This includes making “reports to” changes during the summer months. If an urgent situation arises, contact Academic Resources for guidance.

2022 SUMMER JOB CODES

| Employee Type | Job Codes | Specific Funding Instructions | Justification Required |
|---|--------------------------------|---|---|
| Faculty - Instruction | 0200-0649 or 0702 for overload | | Must complete required fields on spreadsheet and include courses taught in ePAR comments |
| 9 Month Department Chairs | 010009 | | Provide description of work on spreadsheet and/or in ePAR comments |
| Faculty Research | 1301 | Use Function 220 unless paid from a "G" Project | Provide description of work on spreadsheet and/or in ePAR comments, and attach the supplemental compensation spreadsheet to ePAR. |
| Faculty Program/Project Coordination | 1233 | | Provide description of work on spreadsheet and/or in ePAR comments, and attach the supplemental compensation spreadsheet to ePAR |
| Adjunct and Adjunct Assistant | 0700 and 0710 | | ePAR comments: include courses taught (Adjunct) or assisted (Adjunct Assistant) |
| Salaried Graduate Students – TF, TA, RA and GSA | 0801-0833 | | ePAR comments: include courses taught (TF) or assisted (TA) or description of work performed (RA or GSA) |
| Faculty Task Payment | 1621 | | VPAA-11b must be preapproved before work begins |



FACULTY TASKS AND AUGMENTATIONS

- **Remember!** You will need to submit a VPAA 11-b for any faculty member receiving a task or augmentation during the summer **PRIOR** to the beginning of the task or augmentation. Time must be allowed for processing the form through its final approval stage.
- Task payments are compensation paid upon the completion of a specific project or work assignment. For summer, faculty tasks can include course development and advising. If you are uncertain if work should be coded as a task, please contact Academic Resources for assistance. Task payments are paid upon the **completion** of the task.
- Augmentations for faculty generally are set up for only 9 months. If a faculty member needs to receive an augmentation in the summer, a VPAA-11B will need to be approved prior to the beginning of the augmentation.
- Additional pay (augmentations and tasks) is limited to 20% of a faculty members 12 month annualized salary each academic year. EPAR's for augmentations and tasks should have the supplemental compensation spreadsheet outlining the faculty members FY salary which documents that the transaction will not cause the faculty member to exceed this 20% maximum.
- Department Chairs are set up to receive a 12 month administrative supplement.



SUMMER SALARY CALCULATIONS

- Faculty Teaching – utilize Summer 2022 – Payroll Processing Instructions (or utilize automatic formulas built into summer faculty spreadsheet)
 - Recommended Rate Factor: **2.77%** of their 9-month budgeted position salary per SCH (8.33% for 3 SCH)
 - Minimum: **\$1207.85** per SCH (\$3,623.55 for 3 SCH) If necessary, the minimum salary for faculty can be increased to match the salary paid to adjuncts in the department.
 - ***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 2.77% per SCH.***
- Faculty Research or Program Coordination – salary is calculated based on regular 9-month rate.
 - The FTE for these appointments should be calculated by dividing the monthly rate to pay out by the monthly salary (rate) at full-time equivalent (column J from the spreadsheet). Example: To pay out a monthly rate of \$2,000 with the monthly salary at full-time equivalent of \$9100 calculates as $\$2,000/\$9100=.22$
- Staff (eg Postdocs & Research Scientists) salary is calculated based on regular 9-month rate
- ***Additional information found in the Faculty Compensation Guidelines located online at https://vpaa.unt.edu/sites/default/files/documents/page/2019/faculty_compensation_guidelines.pdf***

2022 SUMMER SESSION DATES

| Summer Session Information | | | Payroll Information | | | |
|----------------------------|------------------|---------------------------------|-----------------------|---|---------------------|---|
| Summer Session | Session Dates | Payroll Semester | Regular Faculty Dates | Faculty FTE (for 3 semester credit hours)** | TA/TF/Adjunct Dates | TA/TF/Adjunct FTE (for 3 semester credit hours)** |
| 3W1 (3 week 1) | May 16– June 3 | Maymester | 06/01 - 7/15 | 50% | 06/01 - 07/15 | 50% |
| 8W1 (8 week 1) | May 16 - July 8 | Maymester & Summer I | 06/01 - 7/15 | 50% | 06/01 - 07/15 | 50% |
| SUM (summer) | May 16- Aug 12 | Maymester, Summer I & Summer II | 06/01 - 8/31 | 25% for 6/1 - 8/31 | 06/01 - 08/31 | 25% for 6/1 - 8/31 |
| 5W1 (5 week 1) | June 6 - July 8 | Summer I | 06/01 - 7/15 | 50% | 06/01 - 7/15 | 50% |
| 10W (10 week) | June 6- Aug 12 | Summer I & II | 06/01 - 8/31 | 25% for 06/1 - 8/31 | 06/01 - 8/31 | 25% for 6/1 - 8/31 |
| 5W2 (5 week 2) | July 11- Aug 12 | Summer II | 07/16 - 8/31 | 50% | 07/16-8/31 | 50% |
| 8W2 (8 week 2) | June 6 - July 29 | Summer I & Summer II | 07/16 -8/31 | 50% | 07/16 - 8/31 | 50% |

**Prorate courses that are larger or smaller than 3 semester credit hours



SPONSORED PROJECT GUIDELINES

- Faculty cannot receive more than 95% of their monthly institutional base salary from federal awards during the three summer months.
 - For example, if a faculty member has a 9 month salary of \$90,000, then they can receive up to \$9,500 per month from federal external awards during the summer. ($\$90000/9 \text{ months} = \$10000 \times .95 = \$9,500$)



MAXIMUM FOR SUMMER FACULTY SALARIES

In addition to the sponsored project guideline, the following also applies to both summer compensation for teaching and research:

Salary payments for summer appointments for 9-month faculty may not exceed $\frac{3}{9}$ of the IBS regardless of funding source. Summer teaching, research or program/project coordination; supplemental compensation; and faculty overload may not be used to exceed this limit. The $\frac{3}{9}$ limit ensures that maximum summer compensation is equivalent for teaching and research activity.



GRAD STUDENTS AND ADJUNCTS – GETTING THEM ON PAYROLL

New for Adjuncts!

- Updated state reporting and credentialing requirements are now in effect.
- Academic Resources will now be the repository (and responsible for maintaining) Adjunct academic credentials (transcripts).
- Beginning *this summer*, transcripts and a VPAA 132 for all **NEW** Adjunct instructors must be on file with Academic Resources.
- Transcripts should be submitted with the signed offer letters to academic.resources@unt.edu
- Academic Resources will track transcripts on file. Once Academic Resources has on file, they will only need to verify (similar to a criminal history check).
- **Academic Resources will not approve the ePAR without transcripts and a VPAA 132 being on file beginning Fall 2022.**



GRAD STUDENTS AND ADJUNCTS – GETTING THEM ON PAYROLL

- **All summer jobs for salaried graduate students and adjuncts will be entered via ePAR.**
- Reference spreadsheets including payroll data for grads and adjuncts will be provided by Academic Resources, but these spreadsheets are *for reference only* and will not be used to load data.
- New graduate student or adjuncts will need to complete onboarding and a criminal history check prior to submission of the ePAR.
- New international salaried graduate students should be advised to contact Academic Resources upon entry into the United States so that a criminal history check can be initiated with a domestic address.
- All salaried graduate students and adjuncts should have an offer letter submitted through Academic Resources via email at Academic.Resources@unt.edu for adjuncts or the online [dynamic form](#) for salaried graduate students, and appropriate background check run if required.



GRAD STUDENTS AND ADJUNCTS - SUMMER COMPENSATION

Salaried Grads:

- Monthly rate of pay should be based on the appropriate graduate program level and discipline. (visit our website at [Graduate Student Recruitment & Retention Plan | Office of the Provost \(unt.edu\)](#))
- Employees may not change levels until the Fall 2021 semester.
- Utilize job codes in the range of 0801-0833 based on the employee's level and assignment

Adjuncts:

- Monthly rate of pay should be based upon agreed upon semester rate within the appropriate adjunct pay plan. (visit our website at [Adjunct Recruitment Process | Office of the Provost \(unt.edu\)](#))



GRAD STUDENTS AND ADJUNCTS - MAYMESTER DATES AND JOB CODES

Payroll Dates

- To ensure adjuncts and graduate students receive compensation for Maymester that is equivalent to a regular 5 week summer session, we pay them utilizing Summer I payroll dates – just like the regular faculty
- Maymester payroll dates for graduate students and adjuncts is 6-1 to 7-15

Job Codes

- Utilize “regular” job code, i.e. 0802 for Level 2 TF, 0700 for Adjunct



GRAD STUDENTS AND ADJUNCTS - MAYMESTER SALARY CALCULATION

- Grad Students: Monthly rate of pay should be based on the appropriate graduate program level and discipline
- Adjunct: Pay should be agreed-upon semester rate
- FTE should be entered as 50% for one 3 credit hour course
- It is acceptable for a grad or adjunct to exceed 100% FTE in Summer I if teaching a Maymester course in addition to completing Summer I work

GRAD STUDENTS WORKLOAD



- **To ensure compliance with the Affordable Care Act, salaried graduate students will be limited to a *combined FTE of .73* or 29 hours per week. (summer only)**
- In the fall and spring terms, salaried graduate students are limited to a combined .5 FTE (20 hours per week).



HIRE SUMMER ePAR'S

- If a faculty member, salaried grad student or adjunct was on payroll in the spring and will have a summer appointment, submit an ePAR to HIRE with a reason of HIRE SUMMER SALARIED APPOINTMENT
- For a **NEW** faculty, salaried grad student or adjunct who is beginning employment in the summer, or for an hourly employee who is changing to a salaried job, submit an ePAR to HIRE with a reason of **HIRE – SALARIED**. This is critical for initiation of appropriate benefits processes.
- Please call Academic Resources at ext. 2550 if you have concerns regarding which reason to use.



EPAR – SUMMER CORRECTIONS AND TERMINATIONS

- **Terminations** (when the job ends before the set end date) should be entered via ePAR. Remember that the “effective date” of the termination is the day following the employee’s last day on payroll.
- **Corrections** including FTE, Salary, Funding, Dates, Job Codes, etc. should be entered via ePAR. Corrections cannot be submitted prior to the effective date of the initial ePAR.



ePAR INSTRUCTIONS TO HIRE A SUMMER APPOINTMENT

- Go to “Add a new ePAR”
- Enter Dept number
- Enter Type of ePAR: Employee Transaction
- Select Next
- Select Payroll Action: Hire
- Select Reason: **Summer Salaried Appointment** (for continuing employees) *or* **Hire – Salaried/Task** (for new hire or a continuing employee changing from hourly to salaried). Please call Academic Resources (ext. 2550) if you have concerns about which reason to use.
- Enter EmplID or Name
- Select employee and hit Next



EPAR INSTRUCTIONS TO HIRE A SUMMER APPOINTMENT (CONT).

- Enter the Effective Date (the first payroll day of the semester per slide 15)
- Enter the Job Code – **Please Note**, because these are summer appointments, do not enter a position number.
- Enter the Appointment End Date (the last payroll day of the semester per slide 15)
- Enter Std Weekly Hours or FTE
- Enter Monthly Rate – **IMPORTANT** – this needs to be the amount the employee will receive each month for this job, not their full-time monthly rate (unless they are receiving their 100% monthly rate for a research or project appointment)

Note: Please refer to the 2022 Summer Session Dates for effective dates, end dates and FTE for summer teaching appointments.



EPAR INSTRUCTIONS TO HIRE A SUMMER APPOINTMENT (CONT).

- Enter Reports to Supervisor ID
- Go to Department Budget Data and enter Funding End Date *only if the date is different* than the Appt End Date. Otherwise, leave funding end date blank (you will not typically need to enter a funding end date)
- Enter funding chart string
- Enter Percent of Distribution if different than 100%
- Enter additional lines as needed for jobs paid from more than one source of funds



EPAR INSTRUCTIONS TO HIRE A SUMMER APPOINTMENT (CONT).

- Add Additional Pay data as needed for augmentations, cell allowances, etc. Complete all relevant fields. Remember that augmentations must be pre-approved via the VPA11B.
- Enter Comments-please include a brief description of transaction and include the faculty member's regular 9 month salary.
- Add any attachments as needed after all ePAR data is entered.
- Hit Next, review your information, review the routing workflow, and hit Submit ePAR for Approval

Academic Affairs: Please make sure to add in your Academic Financial Officer to the workflow if they are not included.



DEADLINES

- The faculty summer spreadsheet should be returned to Academic Resources by Monday, June 6th for Summer I and by Wednesday, July 6th for Summer II.
- ePAR due dates are available on the Office of Finance Payroll deadline calendar:
<https://finance.untsystem.edu/tools-and-training/calendars/payroll-deadlines.php>
- ePARs for 7-1 payroll are due **Wednesday, June 22**. However, note that this is **FINAL** approval, meaning all individuals/offices on the workflow have approved the ePAR.
- Academic areas should work with their Dean's offices to establish internal deadlines.

Academic Affairs: Please make sure to add in your Academic Financial Officer to the workflow if they are not included.



ACADEMIC RESOURCES CONTACTS

Faculty, Graduate Student and Adjunct appointments:

Chance McMillan – chance.mcmillan@unt.edu , (Adjuncts)
Nicole McAlister- nicole.mcaslister@unt.edu , (Salaried Graduate Students)
Melinda Rule– melinda.rule@unt.edu (New Faculty onboarding and records)
Brandi Everett – brandi.everett@unt.edu, (Questions regarding Associate Deans, Deans and Department Chairs)

Academic Resources staff are available via Teams.

Contact Academic.Resources @unt.edu, or extension 2550 for Summer Faculty Appointments and Teaching.

Staff summer appointments: Human Resources, ext 2281