Summer Pay for Faculty, Graduate Students and Adjuncts

Summer 2018
Training Available!

- We will be conducting training on the summer processes and spreadsheets at the following times and locations:
  - May 14 from 10:00 – 11:00 at Willis Library, Room 340
  - May 15 from 9:30 – 10:30 at Discovery Park, Agora Room G150
  - May 16 from 3:00 – 4:00 at Willis Library, Room 340
## 2018 Summer Session Dates

<table>
<thead>
<tr>
<th>Summer Session</th>
<th>Session Dates</th>
<th>Census Date</th>
<th>Payroll Semester</th>
<th>Regular Faculty Dates</th>
<th>Faculty FTE (for 3 semester credit hours)**</th>
<th>TA/TF/Adjunct Dates</th>
<th>TA/TF/Adjunct FTE (for 3 semester credit hours)**</th>
</tr>
</thead>
<tbody>
<tr>
<td>3W1 (3 week 1)</td>
<td>May 14 – May 31</td>
<td>May 15</td>
<td>Maymester</td>
<td>06/01 - 7/15 OR 07/16 - 8/31</td>
<td>50%</td>
<td>06/01 - 07/15</td>
<td>50%</td>
</tr>
<tr>
<td>8W1 (8 week 1)</td>
<td>May 14 - July 6</td>
<td>May 21</td>
<td>Maymester &amp; Summer I</td>
<td>06/01 - 7/15</td>
<td>50%</td>
<td>06/01 - 07/15</td>
<td>50%</td>
</tr>
<tr>
<td>SUM (summer)</td>
<td>May 14- Aug 10</td>
<td>May 30</td>
<td>Maymester, Summer I &amp; Summer II</td>
<td>06/01 - 8/31</td>
<td>25% for 6/1 - 8/31</td>
<td>06/01 - 08/31</td>
<td>25% for 6/1 - 8/31</td>
</tr>
<tr>
<td>5W1 (5 week 1)</td>
<td>June 4 - July 6</td>
<td>June 7</td>
<td>Summer I</td>
<td>06/01 - 7/15</td>
<td>50%</td>
<td>06/01 - 7/15</td>
<td>50%</td>
</tr>
<tr>
<td>10W (10 week)</td>
<td>June 4 - Aug 10</td>
<td>June 13</td>
<td>Summer I &amp; II</td>
<td>06/01 - 8/31</td>
<td>25% for 06/1 - 8/31</td>
<td>06/01 - 8/31</td>
<td>25% for 6/1 - 8/31</td>
</tr>
<tr>
<td>5W2 (5 week 2)</td>
<td>July 9 - Aug 10</td>
<td>July 12</td>
<td>Summer II</td>
<td>07/16 - 8/31</td>
<td>50%</td>
<td>07/16-8/31</td>
<td>50%</td>
</tr>
<tr>
<td>8W2 (8 week 2)</td>
<td>June 4 - July 27</td>
<td>June 11</td>
<td>Summer I &amp; Summer II</td>
<td>07/16 -8/31</td>
<td>50%</td>
<td>07/16 - 8/31</td>
<td>50%</td>
</tr>
</tbody>
</table>

**Prorate courses that are larger or smaller than 3 semester credit hours**
# 2018 Summer Job Codes

<table>
<thead>
<tr>
<th>Employee Type</th>
<th>Job Codes</th>
<th>Specific Funding Instructions</th>
<th>Justification Required</th>
<th>For More Info, See Slides</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty - Instruction</td>
<td>0200-0649</td>
<td>Must complete required fields on spreadsheet and include courses taught in ePAR comments</td>
<td>ePAR comments: include brief description of work performed</td>
<td></td>
</tr>
<tr>
<td>9 Month Department Chairs</td>
<td>010009</td>
<td>ePAR comments: include brief description of work performed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Research</td>
<td>1301</td>
<td>Use Function 220 unless paid from a “G” Project</td>
<td>Provide description of work on spreadsheet and/or in ePAR comments</td>
<td></td>
</tr>
<tr>
<td>Faculty Program/Project Coordination</td>
<td>1233</td>
<td>Provide description of work on spreadsheet and/or in ePAR comments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adjunct and Adjunct Assistant</td>
<td>0700 and 0710</td>
<td></td>
<td>ePAR comments: include courses taught (Adjunct) or assisted (Adjunct Assistant)</td>
<td></td>
</tr>
<tr>
<td>Salaried Graduate Students – TF, TA, RA and GSA</td>
<td>0801-0853</td>
<td>Use Purpose Code 11532 unless paid from a “G” project or IDC</td>
<td>ePAR comments: include courses taught (TF) or assisted (TA) or description of work performed (RA or GSA)</td>
<td></td>
</tr>
<tr>
<td>Faculty Task Payment</td>
<td>1621</td>
<td>VPAA-11b must be preapproved before work begins</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 8-17-18.

- Current employees will remain in their current election unless they submit a form to change their election. Deadline is also 8-17-18.
How Summer Payroll Works...

- Those on annualized compensation must remain in their primary job record (empl rcd) 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 will be entered via ePAR.**
- Reference and calculation spreadsheets including payroll data for faculty will be provided by the Provost Office, but 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 ePAR. Also, new faculty will require submission of a hire ePAR for the fall to load their new 9 month faculty job.
- 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.
Summer Spreadsheet - Faculty

- In early May, Academic Resources will distribute a summer payroll spreadsheet to each college or school to use for summer payroll preparation.
- Teaching – will 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, we will request that you provide a brief description of the work that the faculty member will be performing, including the time period, FTE, and amount to pay. On ePAR, please also include a brief description of the work performed in the comments.
Planning for Summer Funding

- Last summer required specific purpose codes due to the hiring freeze. Those particular codes (20469 and 20409) **WILL NOT** be used this summer.
- 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.
- Please read the specific funding instructions on slides 9 and 10. In addition, your College Financial Officer may recommend additional purpose codes for other types of summer employment.
Function 220 – Job Code 1301

- In order to better identify research expenditures we will be requiring that departments use function 220 on any payments on job code 1301 that are not being paid on a “G” project.
- If you will be employing faculty doing research on non-project funds, then it is recommended that you work with Budgets prior to 6-1 to set up any necessary chart strings using function 220.
Purpose Code 11532

- In order to track expenses relating to salaried graduate student salaries (Job Codes 0801 – 0853), please continue to include purpose code 11532 in the chart string on all ePARs for job codes 0801 – 0853 except for those students paid on sponsored projects or IDC funds.

- Confirm that you have the correct chart strings set up, if not, please work with Budgets prior to 6-1 to set up any necessary chart strings using purpose code 11532.

- We will continue to use this code through the summer. We are hopeful that we can discontinue its use on 9-1.
Faculty Terminations/Off Boarding

- We have been notified that there are workflow issues relating to faculty off boarding and have received permission from System HR that faculty terminations do not have to go through the off boarding process until issues have been resolved.
- Faculty terminations may be submitted via ePAR as done in prior years.
- 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 unless someone terminates mid-semester.
Faculty Terminations/Off Boarding

- Faculty members not returning in Fall 2018 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 9-1-18.
- If a faculty member will be going on modified service beginning 9-1-18, 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.
- The faculty off boarding checklist should be completed and attached to the termination epar. You can find the checklist at: www...
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.
- Staff use regular job code
- Faculty Task job code is 1621.
- EPAR’s for augmentations and tasks should include a statement in the comment section that the requested amount will not cause the faculty member to exceed this 20% maximum.
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.

- 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. Chairs are set up to receive 12 month augmentations. 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 include a statement in the comment section that the requested amount will not cause the faculty member to exceed this 20% maximum.
Summer Faculty Job Codes

- **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.
Summer Salary Calculations

- Faculty Teaching – utilize Summer 2018 – Payroll Processing Instructions (or utilize automatic formulas built into summer faculty spreadsheet)
  - Rate Factor: 2.5% per SCH (7.5% for 3 SCH)
  - Minimum: $833.33 per SCH ($2,500 for 3 SCH) [with Incentives = $1,041.66/SCH]
  - Maximum: $2,833.33 per SCH ($8,500 for 3 SCH) [with Incentives = $3,541.67/SCH]
  - Incentives or Disincentives may apply based on course enrollment as of the census date

- Please note: if necessary, the minimum salary for faculty can be increased to match the salary paid to adjuncts in the department.

- Faculty Research or Program Coordination – salary is calculated based on regular 9 month rate

- Staff – salary is calculated based on regular 9 month rate
Census Date - Enrollment Verification

- Enrollment data used for the calculation of teaching incentives or disincentives should be reflective as of the census date for each summer session.
- Census dates are included on Slide 3 – 2018 Summer Session Dates.
- If faculty teaching ePARs are submitted prior to the census date, please ensure that departments go back and review any 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 rate and indicate the reason for the change in the comments section.
- If pay decreases as a result of an enrollment change, please submit ePAR as soon as possible to avoid overpayments.
95% Rule – Federal Sponsored Projects

• Note - 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 months = $10000 x .95 = $9,500)
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 the Provost Office, 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 prior to submission of the ePAR.
- All adjuncts should have an offer letter submitted through VPAA office, and appropriate background check ran if required.
- Remember to use purpose code 11532 for Salaried Graduate Job Codes 0801 – 0853 as instructed on slide 10.
Grad Students and Adjuncts - Summer Compensation

- **Salaried Grads:**
  - Monthly rate of pay should be based on the appropriate graduate program level and discipline.
  - Employees may not change levels until the Fall 2018 semester.
  - Utilize job codes in the range of 0801-0853 based on the employee’s level and assignment.
  - Remember to use purpose code 11532 as instructed on slide 10

- **Adjuncts:**
  - Monthly rate of pay should be based upon agreed upon semester rate.
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
ePAR Summer Hires

- 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 (refer to slide 26-28 for detailed instructions).

- 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.

- Please call Tami Patterson at ext. 3953 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.
ePAR Instructions to Hire a Summer Appointment

- Go to “Add a new ePAR”
- Enter Dept number
- Select Payroll Action: Hire
- Select Next
- Select Reason: **Summer Salaried Appointment** (for continuing employees) *or* **Hire Salaried** (for new hire or a continuing employee changing from hourly to salaried). See Slide 20 for more detail. Please call VPAA office (ext. 3953) 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 day of the job)
- Enter the Job Code - Please Note, because these are summer appointments, do not enter a position number.
- Enter the Appointment End Date (the last day of the job)
- 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 2018 Summer Session Dates (slide 23) 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 (you will not typically need to enter a funding end date)
- Enter Funding Chart String (please refer to instructions on slide 8-10)
- 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 VPAA-11B.
- 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 PAR 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 June 6th for Summer I and by July 6th for Summer II.
- ePAR due dates are available on the BSS deadline calendar. ePARs for 7-1 payroll are due Friday, June 15. 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.
- To ensure that all 7-2 academic payroll ePARs are processed, please have them processed to the Provost workflow queue by Friday, June 8 at noon.
- Departments can submit ePARs for any summer assignment at the time the assignment is made – you do not need to wait for a specific date to submit the ePAR (i.e. you can submit Summer II payroll now if you have all relevant info).
Contacts

- Faculty, Graduate Student and Adjunct appointments:
  - Tami Patterson – tami.patterson@unt.edu, ext. 3953 (Faculty)
  - Melissa DeLozier Holland – melissa.delozier@unt.edu, ext 2673 (Graduate Students)
  - B’onca Owens – B’onca.owens@unt.edu, ext 3512 (Adjuncts)
  - Melinda Lilly – melinda.lilly@unt.edu, ext 3951 (Questions regarding Associate Deans, Deans and Department Chairs)

- Staff summer appointments:
  - Human Resources, ext 2281