Summer payroll for faculty & graduate student employees 2023

April 12, 2023
Agenda

- Summer session & payroll dates
- Summer ePARs
- How summer payroll works
- Summer job codes
- Summer payroll spreadsheet & deadlines
- Summer salary calculations
- Faculty tasks & augmentations
- Terminations/retirements
- Adjuncts & graduate students
- Contacts, resources

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# 2023 summer session dates for ePARs

<table>
<thead>
<tr>
<th>Semester</th>
<th>Sessions Dates</th>
<th>ePAR Appointment Dates</th>
<th>FTE for 3 sch</th>
</tr>
</thead>
<tbody>
<tr>
<td>3W1 (Maymester)</td>
<td>5/15-6/02</td>
<td>6/01-7/15</td>
<td>50%</td>
</tr>
<tr>
<td>5W1</td>
<td>5/22-6/23</td>
<td>6/01-7/15</td>
<td>50%</td>
</tr>
<tr>
<td>8W</td>
<td>6/05-7/28</td>
<td>6/01-7/15</td>
<td>50%</td>
</tr>
<tr>
<td>10W</td>
<td>5/22-7/28</td>
<td>6/01-8/31</td>
<td>25%</td>
</tr>
<tr>
<td>5W2</td>
<td>6/26-7/28</td>
<td>7/16-8/31</td>
<td>50%</td>
</tr>
</tbody>
</table>

Due to changes in the academic calendar, salaried grad students **CANNOT work both Maymester and 5W1 due to the total FTE.**

**HOLIDAYS (NO CLASSES): 5/29, 6/19, 7/4**
Entering Summer ePARs

Faculty, salaried grad, adjunct on payroll in spring

- Submit ePAR for summer appointment as a HIRE with a HIRE SUMMER SALARIED APPOINTMENT reason.

NEW faculty, salaried grad, adjunct (starting summer)

- Submit ePAR as a HIRE with reason of HIRE SALARIED on any faculty job code.
- Applies to hourly employees changing to salaried jobs.
- Critical for initiation of benefits eligibility processes.

Terminations and corrections

- Enter ePAR before the set end date to terminate the appointment.
- Remember “effective date” for ePAR is the day following the employee’s last day on payroll.
- Corrections should be made via a new ePAR. Effective date can’t be prior to the effective date of initial ePAR.

Don’t forget to attach the supplemental compensation spreadsheet to your ePARs.

Questions? Don’t hesitate to email us Academic.Resources@unt.edu or call us at 940.565.2500
How summer payroll works:

• Faculty with annualized compensation must remain in their primary job record (employee record) for the summer months to pay out their summer reserve pay. (ITSS manages)

• Reserve pay will show as “paid not earned” (PNE) on earnings statements.

• A separate job record must be used to pay for work performed in Summer sessions or Maymester, regardless if their salary is paid 9/9 or 9/12 months.
Why?

In higher ed, faculty are in 9-month faculty appointments:

- But salary may be “annualized” – faculty may elect to have their salary spread over 12 months and receive 12 checks for their 9-month appointments.
- Note, faculty elect annualized compensation before their first day of work for the new academic year (election is due by 8/18 to Academic.Resources@unt.edu).
- (Current employees remain in their election to annualize unless they submit a change by 8/18).
- *Any faculty transitioning from an administrative appointment must re-elect annualized compensation and should be done at the time of returning to faculty.

- 9-month faculty with annualized compensation receive their “reserved” pay during summer months (for their 9-month appt that has salary spread over 12 months).
- 9-month faculty who don’t have salary spread aren’t receiving pay in summer (unless on a summer appt), but do continue in their benefits plans, which are based on their 9-month benefit eligible jobs (premiums for which are pro-rated for summer and deducted from their 9 checks to cover summer = “premium reserve”).
- (The job goes on short work break 6/1, but they remain in benefits plans paid for by premium reserve deductions during the 9 months).
All summer jobs for faculty, adjuncts and salaried graduate students are entered via ePAR.

Spreadsheets (xls) including payroll data for faculty will be provided by Academic Resources. These spreadsheets are for reference and calculations only and will not be used to load data.

New faculty working in summer will need to complete onboarding prior to submission of the summer ePAR.

An additional ePAR for their fall appointment must be submitted 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 and to assist with their “fall back” letter.
Complete required fields on spreadsheet and include courses taught in ePAR comments.

**Faculty instruction**
0200-0649 or 0702 (overload)

**Faculty research**
1301
Provide description of work on spreadsheet/in ePAR comments; attach supplemental compensation spreadsheet to ePAR.

*Use Function 220 unless paid from “G” project.*

**Faculty program/project coordination**
1233
Provide description of work on spreadsheet/in ePAR comments and attach the supplemental compensation spreadsheet to ePAR.

**Faculty task payment**
1621

VPAA-ηB must be preapproved before work begins. Attach signed VPAA-ηB and task completion to ePAR.
**Summer job codes, continued**

**9-month department chairs**
010009

*Department Chairs may receive approval from Academic Resources to earn an overload in the winter or summer.

**Adjunct & Adjunct Assistant**
0700 & 0710

ePAR should include courses taught or assisted in comments

**Salaried Graduate Students:**
TF, TA, RA, GSA
0801-0833

ePAR should include courses taught (TF) or assisted (TA) or description of work (GSA or RA) in comments
Summer payroll spreadsheets & ePAR deadlines

Summer spreadsheets (xls) distributed to Colleges.

- by April 21st

- Spreadsheets for Summer I (3W1, 8W1 SUM) due back to Academic Resources.

- June 5th

- June 20th

- ePARs for 7/1 payroll must be fully approved.

- July 7th

- July 20th

- ePARs for 8/1 payroll must be fully approved.

- Spreadsheets for Summer II (10W, 5W2) due back to Academic Resources

UNTS Payroll’s deadline calendars can be found here: payroll_calendar_fy2023_2.pdf (untsystem.edu)
Summer teaching salary calculations

- **Recommended** rate factor: 2.77% of 9-month budgeted salary per SCH (8.33% for 3 SCH).
  *note: automatic formulas are in spreadsheet at 2.77%

- **Minimum** $1207.85 per SCH ($3,623.55 for 3 SCH)

- If the college can fund the additional expense without negatively impacting other course offerings, can determine an internal maximum for summer offerings.

- Keep in mind the 3/9ths of IBS limitation.
Summer salary calculations

Faculty research or program coordination: *(job code 1301)*

- Salary is calculated based on regular 9-month rate.

- FTE should be calculated by dividing monthly pay by monthly salary at full-time equivalent (column J on spreadsheet).

- Example: to pay out monthly rate of $2,000 with monthly salary at full-time equivalent of $9,100 calculates as $2,000/$9,100 = .22.

- Staff (Postdocs, Research Scientists) calculated on regular 9-month rate.

The following compensation applies, regardless of funding source:

- Salary payments for summer appointments for 9-month faculty may not exceed 3/9 of the institutional base salary (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 3/9 limit ensures that maximum summer compensation is equivalent for teaching and research activity.

- Utilize the Supplemental Compensation Calculator (excel file) in ensure each faculty complies and attach to the ePAR.
Faculty can't receive more than 95% of monthly institutional base salary from federal awards during the three summer months.

Ex: if 9-month salary is $90,000 they can receive up to $9,500/month from federal external awards during summer.

\[\frac{90,000}{9 \text{ months}} = 10,000 \times 0.95 = 9,500\]
Credentialing

- Academic Resources is the repository for Faculty & Adjunct academic credentials.
- Official transcripts & VPAA-132 for all faculty & adjuncts must be on file with Academic Resources (AR) per accreditation guidelines.
- Transcripts and the VPAA 132 should be submitted with signed offer letters to academic.resources@unt.edu.
- A new VPAA 132 should be submitted if there is a change in the courses that will be taught and were not originally on the VPAA 132.
- Academic Resources will NOT approve ePARs without transcripts and VPAA-132 being on file. Future adjunct appointments could be impacted if not received.
Please fully complete the form and add all requested information.

- If a justification is needed, please write as a narrative, not a copy of their CV.
- If justification is based on completed course work, detail the courses from their transcript which directly relate to each course they will be teaching.
- Professional experience should be industry related to the course they are teaching.

VPAA 132 – Faculty Credentialing Form
Adjuncts and salaried grad students

Enter ePAR for all summer jobs for adjuncts & salaried grads

Reference spreadsheets will be provided by Academic Resources.

New adjuncts & grads must complete onboarding and criminal history check prior to submission of ePAR.

Work should NOT begin until they have cleared background check.

Advise new international salaried grad students to contact Academic.Resources@unt.edu upon entry to US so that a criminal history check can be initiated with a domestic address.

Offer letters must be submitted to Academic Resources. For adjuncts: Academic.Resources@unt.edu. For salaried grads: dynamic form online.
Faculty tasks & augmentations

Additional pay (augmentations and tasks) is limited to 20% of a faculty member's 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.

**VPAA-11B required:**

- Must be fully approved prior to work beginning! Allow time for routing and processing.
- Send to academic.resources@unt.edu.
- VPAA-11b form is found on VPAA website under forms.
- Attach finalized VPAA-11B, and calculation xls to ePAR for these.

**Tasks**

- Paid upon completion of work (ePAR, job code 1621).
- Can include course development and advising.
- Paid once task is completed. Submit EPAR timely after task completed.
- Task completion form required.
- All additional pay is limited to 20% of the base salary.

**Augmentations**

- Augmentations for faculty are set up for 9 months.
- If a faculty needs a summer augmentation, it must be approved via VPAA-11b beforehand.
- Department chairs receive a 12-month administrative supplement.
Adjuncts: Monthly rate of pay should be based on the agreed upon semester rate within the appropriate adjunct pay plan (see Adjunct Recruitment process for detail on our webpage).

Salaried graduate students: Monthly rate of pay should be based on the appropriate graduate program level and discipline (see Graduate Student Recruitment & Retention plan on our webpage).

- Graduate students cannot be in an A-Position during the summer, only an appointment.
- Graduate student employees may not change levels until Fall 2023 semester.
- Utilize job codes in the range of 0801-0833, based on employee’s level and assignment.
Graduate students’ workload in summer

• To ensure compliance with the Affordable Care Act (ACA), salaried graduate students will be limited to a combined FTE of .73 (29 hours/week) for summer.

• Due to changes in the academic calendar, salaried grad students **CANNOT work both Maymester and 5W1 due to the total FTE.**

• In fall and spring, salaried graduate students are limited to a combined FTE of .50 (20 hours/week).
Faculty terminating or retiring

Faculty terminations

• Should never go through the HR off-boarding (online) process.

• Faculty terminating at end of spring or following summer semester may have ePAR submitted any time. Typically, the end date will be 9/1/23 for the faculty to maintain the benefits and to any annualized compensation. If any issue, please contact AR. (Attach resignation letter to ePAR).

Retirements

• Faculty members retiring should have a confirmed retirement date from hrbenefits@untsystem.edu.

• Example: a 5/31 retirement will have a 6/1 effective date for retirement ePAR. For 8/31, 9/1; for 6/31, 7/1. Etc.

• Faculty retiring and going on modified service 9/1 should use 7/31 retirement date IF they are a TRS or, if on ORP and want to retain their sick leave balance. Modified service must be approved prior to retirement.

Non-returning adjuncts & grad students:

• A mass termination process will run in September to term any non-returning adjuncts or salaried grad students. Term ePARs not required unless someone terms mid-semester.

TRS retirees are required to take a 30-day break in service before returning to work part-time. Employees who separate from State service at least 30 days and return within 12 months have sick leave balance reinstated.
Contacts

Adjuncts
Chance.McMillan@unt.edu

Administrators (chairs, deans, etc.)
Patricia.Rodriguez@unt.edu

New Faculty
Melinda.Rule@unt.edu

Postdocs, tasks & augmentations
Mary.Atkins@unt.edu

Salaried graduate students
Academic.Resources@unt.edu

Resource:
Summer 2023 Instructions (text guide)