



## Faculty Summer Appointments

Presented by Faculty and Academic Resources

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### Faculty and Academic Resources Contacts

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### Basics you need to know

- A faculty member's 9 month (<12 month) position is placed on Leave Without Pay beginning June 1 and returned to active status September 1
- Action is performed by Faculty and Academic Resources and does not require a PCR from the department
- Program faculty are not included in LWOP mass action – a PCR needs to be processed if they are not to be paid in summer; LWOP or separation
- The LWOP action does not affect a faculty member's pay if the 9 month appointment is on 12 month spread; they continue to be paid
- Please check your employees to be sure LWOP is in place
- Retirees whose PRP has ended should be separated

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Basics you need to know (cont'd)

- Every summer, Additional Appointment PCRs are submitted for summer faculty appointments.
- First time summer teaching assignments will be given new position numbers (must be created before you process the PCR)
- Faculty who taught in previous summers have summer positions available for use; identify by using transaction PPOSE, "Summer-faculty name"
- Faculty and Academic Resources will create new position numbers as needed; if a summer position is needed, send a [NPDE](#) to Elizabeth Mello

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Summer Session Dates

- 8 week course dates  
June 1 – August 31
- 10 week course dates  
June 1 – August 31
- Summer session I  
June 1 – July 15
- Summer session II  
July 16 – August 31

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How do I appoint my faculty to teach in the summer?

- For faculty who are part of your department, go to the Electronic PCR tab, select "Employees in Org Unit" prepare "Additional Appointment" PCR
- Select Reason Code "Summer Teaching"
- Select the faculty member's summer position from previous year or new summer position

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How do I appoint my faculty to teach in the summer? (cont'd)

- Indicate period of appointment (summer I, summer II or both) and courses being taught in the comments section
- Faculty and Academic Resources will end the summer appointment based upon the information provided in the PCR; the department will not have to initiate an additional PCR to end the summer appointment

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**Comment Examples**

- Teaching BIO 4310 Summer I only – end assignment effective 7/15.
- Teaching SOWK 5386 in 10 week session; SOWK 4686 SI; SOWK 4356 SII. End assignment effective 8/31.

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**Comment Examples (cont'd)**

- Teaching two EDST courses Summer I; two EDST courses Summer II; End assignment effective 8/31
- Teaching ED 4265 Summer I; SPED 4263 Summer II; advising entire summer; End assignment effective 8/31
- Teaching overload – indicate CRN number. The CRN number is found in Banner and in the Schedule of Classes. (*This information is required for preparation of the Faculty Workload report*).

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How do I appoint faculty from other departments to teach?

- If necessary, request a new position by submitting a New Position Data Form (NPDP) to Elizabeth Mello; use transaction PPOSE to identify available positions
- Go to the Electronic PCR tab and select “Employees Outside of Org Unit” to prepare an “Additional Appointment” PCR

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How do I appoint faculty from other departments to teach? (cont'd)

- Select Reason Code “Summer Teaching”
- Indicate period of appointment (summer I, summer II or both) in the comments section
- Faculty and Academic Resources will end the summer appointment based upon the information provided in the PCR; the department will not have to initiate an additional PCR to end the summer appointment

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What if the teaching appointment changes between sessions?

- If a faculty member’s FTE changes between sessions
  - Submit an “Additional Appointment” PCR
  - Reason code “Summer Teaching”
  - Enter new FTE and corresponding salary amount
  - The cost center can be changed if needed
- Please provide information in the comments section to explain the reason for the change (courses being taught, administrative assignment description, etc.)

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What if the teaching appointment changes between sessions? (cont'd)

- If the funding source changes between sessions (if appropriate for position)
  - Submit a "Change in Cost Distribution" PCR

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How do I appoint faculty who are not teaching in the summer?

- If the faculty member will be working on a grant or performing duties other than teaching they are appointed as Program Faculty
- If necessary, request a new position by submitting a New Position Data Form (NPDF) to Elizabeth Mello; use PPOSE to identify available positions

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How do I appoint faculty who are not teaching in the summer? (cont'd)

- For faculty who are part of your department, go to Electronic PCR tab, select "Employees in Org Unit" and prepare "Additional Appointment" PCR, or
- For faculty who are not part of your department, go to Electronic PCR tab and select "Employees Outside of Org Unit" and prepare "Additional Appointment" PCR
- Select reason code "Other summer assignment"

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### How do I appoint faculty who are not teaching in the summer? (cont'd)

- Indicate period of appointment (summer I, summer II or both) in the comments section
- Please provide information in the comments section of the PCR explaining the reason for the appointment, including a short description of duties to be performed
- Faculty and Academic Resources will end the summer appointment based upon the information provided in the PCR; the department will not have to initiate an additional PCR to end the summer appointment
- Grant funded appointments – If the grant is not funding benefits, please be sure to make note in the comments section

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### Graduate Students

- A graduate student's <12 month position is placed on Leave Without Pay beginning June 1 and then is returned to active status September 1
- Action is performed by the Faculty and Academic Resources Office and does not require a PCR from the department
- Check the student's employee subgroup in PA20 to determine if the student is 12 month or less than 12 month
- If the student's employee subgroup is incorrect, email Candice Satchell (cs49)

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### Graduate Students (cont'd)

- Additional appointments are not created for graduate students continuing in their current position with no change in FTE or source of funds
- If a graduate student is working in the summer, please submit the online **LWOP Removal Form**
- The **LWOP Removal Form** can be found on our website at: <http://facultyrecords.provost.txstate.edu/electronic-pcrs/graduate-appointments/lwop.html>.
- Reminder – If you **DO NOT** request removal of the LWOP action, continuing graduate students **WILL NOT GET PAID**

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Graduate Students (cont'd)

- If a graduate student will have a change in FTE:
  - Submit a "Change in FTE" PCR
  - Adjust the student's pay for the FTE change
- An "Additional Appointment" PCR is required for graduate students working in the summer if they are on salary spread.
- If change is effective at any time other than first of the month (i.e. 7/16), submit an "Additional Appointment" PCR
  - Summer Additional Appointments will be ended on the end date indicated in the comments section of the PCR (Note: The original assignment will return from leave on 9/1/18)

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Graduate Students (cont'd)

- Stipends for Graduate Students should be pre-approved by Candice Satchell
- Pre-approval should be sent via email with the following information:
  - Description of work
  - Time frame of work
  - How many hours will the student be working
  - Amount of compensation.

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Graduate Students (cont'd)

Non-Exempt Graduate Students:

- Students should enter time for any hours worked under or over their normal work schedule
- Enter LWOP for all university closures
- May work additional hours before holiday breaks to cover hours needed for holidays
- Cannot receive stipends, must enter any hours worked above their work schedule.

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### Graduate Students (cont'd)

- If a graduate student is leaving the university or will no longer be working for a department, a "Separation" PCR should be submitted prior to the end of the spring semester.
- Please **DO NOT** separate a graduate student before verifying they will not return.

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### Change in Payroll Area

- Hourly to monthly
- Monthly to hourly
- Non-paid to paid
  - Submit Additional Appointment PCR, reason code 'Change in Payroll Area'
  - Contact Faculty and Academic Resources or HR depending on type of position to coordinate effective date

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### Other helpful information

- A faculty member can have more than one additional appointment at the same time in the summer
- The faculty member can have a teaching and non-teaching appointment at the same time
- The combined FTE for all appointments must never be more than 100% at any time
- Special Payments in summer should always be processed on the faculty member's summer assignment, when available.
- Per course faculty do not need summer positions

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## Other helpful information

### Summer Stipend Reason Codes

#### Change Data

Reason For Action

Amount

Payment Justification

Recurring - Payment?

End Date (Recurring Payment)

On-Call Pay  
Parking Permit Reimbursement  
Start/End Car Allowance  
Start/End Meal Allowance  
Start/End Wireless Allowance  
Stipend  
Stipend Adjunct Faculty  
Summer Stipend  
Summer Stipend - Adjunct Faculty

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## Other helpful information

- Please use the ZELST transaction to assist you in locating a faculty member's active summer assignment.(see instructions included in your training packet).
- For encumbrance purposes, the effective date on Special Payments processed on a faculty member's 9 month assignment that is not on salary spread will be changed to 5/31, this will not effect when it's paid (please process the Special Payment with the correct effective date, Faculty and Academic Resources will change the date to 5/31).

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## Other helpful information (cont'd)

- Transaction PA20 is very useful in looking up employee information
  - Position numbers for 9 month and summer assignments (infotype 1)
  - Personnel assignment numbers
  - Cost distribution (infotype 27)
  - FTE (info type 7 Planned Working Time)
  - Basic Pay (infotype 8)

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Reminder - Summer Session Dates

- 8 week course dates  
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July 16 – August 31

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FTE Appointments

- 8 week session – one course is equivalent to 25% FTE
- 10 week session – one course is equivalent to 25% FTE
- 5 week session – one course is equivalent to 50% FTE

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