Faculty Summer Appointments

Presented by Faculty Records
Faculty Records Contacts

Elizabeth Mello, Faculty PCRs
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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 Records 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
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 Records will create new position numbers as needed; if a summer position is needed send a NPDF to Elizabeth Mello
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
How do I appoint my faculty to teach in the summer?

- For faculty who belong to 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
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 Records 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
Comment Examples

- Teaching one course Summer I only – end assignment effective 7/15.

- Teaching one course in 10 week session; one course SI; one course SII. End assignment effective 8/31.
Comment Examples (cont’d)

- Teaching two courses Summer I; two courses Summer II; End assignment effective 8/31
- Teaching one course Summer I; one course 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*).
How do I appoint faculty from other departments to teach?

- If necessary, request a new position by submitting a New Position Data Form (NPDF) 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 a “Additional Appointment” PCR.
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 Records 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
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
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
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
How do I appoint faculty who are not teaching in the summer? (cont’d)

• For faculty who belong to your department, go to Electronic PCR tab, select “Employees in Org Unit” and prepare “Additional Appointment” PCR, or

• For faculty who do not belong to 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”
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

• Faculty Records 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
Instructions
1. Select the effective date of separation (generally last day worked) and press the Update button.
2. Select the appropriate reason code from the drop down list.
3. Complete the comments section and document the reason for separation.
4. Review for errors by selecting the Check and Send button.
5. If no errors, submit the form by selecting the Send button.

Change Data

Reason for Action
End contract/grant/proj/temp

Comments
test
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 Records 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)
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 continuing with no change in assignment, the LWOP Removal Form is submitted (If a PCR will be submitted to change their assignment DO NOT submit the form).

- The LWOP Removal Form is submitted to Candice Satchell (cs49) to request removal of the LWOP action effective 6/1/16. The LWOP Removal Form can be found on our website under the “Training” tab.

- Reminder – If you DO NOT request removal of the LWOP graduate students continuing (with no change in assignment) WILL NOT GET PAID in the summer.
Graduate Students (cont’d)

- If a graduate student will have a change in FTE (effective 6/1/16):
  - 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 that are on salary spread in spring

- 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 9/1/16)
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 (LWOP must be removed before you submit a separation)

Please **DO NOT** separate a graduate student before verifying they will not return.
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 Records or HR depending on type of position to coordinate effective date
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’s summer assignment, when available.
### Other helpful information

#### Summer Stipend Reason Codes

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<tr>
<th>Change Data</th>
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<tbody>
<tr>
<td><strong>Reason For Action</strong></td>
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<tr>
<td>On-Call Pay</td>
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<tr>
<td>Parking Permit Rembursement</td>
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<td>Start/End Car Allowance</td>
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<td>Start/End Wireless Allowance</td>
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<tr>
<td>Stipend</td>
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<tr>
<td>Stipend Adjunct Faculty</td>
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<td>Summer Stipend</td>
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<th>Amount</th>
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<tr>
<td><strong>Payment Justification</strong></td>
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<td><strong>Recurring - Payment?</strong></td>
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<tr>
<td><strong>End Date (Recurring Payment)</strong></td>
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<tr>
<td>Summer Stipend - Adjunct Faculty</td>
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Other helpful information

- Please use the ZELST transaction to assist you in locating a faculty’s active summer assignment. (see instructions included in your training packet).

- For encumbrance purposes, the effective date on Special Payments processed on a faculty’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 Records will change the date to 5/31).
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)
Summer Session Dates

- 8 week course dates
  June 1 – August 31

- 10 week course dates
  June 1 – 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
New Faculty Calendar

- RRHEC Orientation, Wednesday, August 24th – see schedule for time/place

- New Faculty Orientation, Tuesday, August 23rd – see schedule for time/place

- New Tenure-Track Faculty Orientation, Wednesday August 24th – see schedule for time/place

- Convocation – Friday, August 26th