Faculty Summer Appointments

Presented by Faculty Records
Faculty Records 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 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.
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 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
• 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.
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).*
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 an “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
  - Please provide information in the comments section to explain the reason for the change (courses being taught, administrative assignment description, etc.)
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

• 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 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 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.
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.

- 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 member’s summer assignment, when available.
# Other helpful information

## Summer Stipend Reason Codes

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<th>Reason For Action</th>
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<td>Stipend</td>
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<td>Stipend Adjunct Faculty</td>
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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 Records will change the date to 5/31).
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)
Reminder - 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
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