Annual Faculty Summer Appointment Training

Presented by Faculty and Academic Resources
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Summer 2021

Agenda

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What’s New?

- Both instruction and non-instruction appointments will be appointed in the faculty member’s summer faculty position
- Administrative Appointments paid by flat rate will require an additional appointment with a 20% FTE
Basics you need to know

- All summer teaching and administrative assignments must have prior approval for funding via the summer budget approval process; questions regarding summer budget may be directed to Cindy Waggener
- Leave Without Pay (LWOP)
  - A faculty member’s 9-month (<12 month) position is placed on Leave Without Pay (LWOP) 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
- 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.
- Faculty who taught in previous summers have summer positions available for use; identify by using transaction ZHRPOS8PT, “Summer-faculty name” under Summer Employee Name
- First time summer assignments will be given new position numbers (must be created before you process the PCR)
- Faculty and Academic Resources will create new position numbers as needed; you may request a summer position by sending a direct to Nick Schellman
- 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

Basics you need to know (cont’d)

- The combined FTE for all appointments should never be more than 100% at any time
- Per course faculty do not need summer positions
- Please use the ZELST transaction to assist you in locating a faculty member’s active summer assignment (see instructions included in your training packet)
- Special Payments in summer must be processed on the faculty member’s summer assignment
  - If the faculty member will not have an active summer assignment, An Additional Appointment PCR (effective one month) will be required to process the special payment
Basics you need to know (cont’d)

Summer Stipend Reason Codes

Summer Session Dates

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

FTE Appointments

8-week course is 25% FTE
10-week course is 25% FTE
5-week course is 50% FTE
Appointing Faculty for Summer

New: This process is the same for teaching and non-teaching appointments

• For faculty who are part of your department, go to the Manage PCRs tab, select “Employees in Org Unit” to prepare an “Additional Appointment” PCR, or

• For faculty who are not part of your department, go to the Manage PCRs tab, select “Employees Outside Org Unit” to prepare an “Additional Appointment” PCR

• Select Reason Code “Summer Teaching”, if teaching; “Other Summer Assignment” if not teaching

• Select the faculty member’s summer position from previous year or new summer position

• Indicate period of appointment (Summer I, Summer II or both) and courses being taught in the comments section; (Note: 8- and 10-week courses are both summer periods); or indicate the non-instructional assignment including a brief description of duties

• Faculty and Academic Resources will end the summer appointment based upon the information provided in the comments section of the PCR; the department will not have to initiate an additional PCR to end summer appointment

Comment Examples

Teaching Assignments

• Teaching BIO 4310 Summer I only – End assignment effective 7/15
• Teaching SOWK 5386 in 10-week session; SOWK 4686 St; SOWK 4356 St. End assignment effective 8/31.
• Teaching two EDST courses Summer I; two EDST courses Summer II; End assignment effective 8/31
• Teaching ED 4365 Summer I; SPED 4369 Summer II; advising entire summer; End assignment effective 8/31
• Teaching ARTH 3346 in 10-week session; ARTH 3356 Summer I; ARTH 3349 and ARTH 3356 summer II; End assignment effective 8/31

Administrative Assignments

• Summer I administrative assignment, duties include: developing lab budget, preparing reports and supervising graduate students

Grant Funded Assignments

• If the grant is not funding benefits, please be sure to make note in the comments section.
Changes in appointments 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.)

If the funding source changes between sessions:
- Submit a “Change in Cost Distribution” PCR
- Note: Change in cost distributions in mid-month will not encumber at exactly 1.5 months

Administrative Appointments Based on a Flat Rate (Stipend)
- Process an additional appointment PCR with 20% FTE and divide the amount of the total stipend by 1.5 or 3 for monthly rate on the assignment
- Examples:
  - A $4500 stipend for work in summer I would have a monthly amount $3000 with an end date of 7/15 (this would pay $3000 for June and $1500 for July).
  - A $4500 stipend for work in summer I and summer II would have a monthly amount of $1500 with an end date of 8/31. (this would pay $1500 for June, July and August).
- Indicate the purpose of the payments in the comments section of the PCR
- Example: summer I BSAG Academic Program Coordinator

Graduate Students Appointments
- All summer IA and TA appointments must have prior approval for funding via the summer budget approval process
- Graduate and research assistants should be funded by an outside source unless prior approval has been granted. Contact Cindy Waggoner if you have questions regarding the appropriate funding sources that can be used for these appointments
- 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 (student’s employee subgroup can be checked via PA20)
- Action is performed by the Faculty and Academic Resources Office and does not require a PCR from the department
- If the student’s employee subgroup is incorrect, email your respective college PCR processor
Graduate Students Appointments (cont’d)

- Additional Appointment PCRs are required for graduate students working in the summer for the following situations:
  - The student’s 9-month assignment is on salary spread
  - The student’s current assignment is changing any time other than the 1st of the month (i.e. 7/16)

- 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 9/1/21)

- If a graduate student is continuing in their current position, please submit the online LWOP Removal Form

Reminder
If you do not request removal of the LWOP action, continuing graduate students will not be paid

Graduate Students Assignments (cont’d)

- If a continuing graduate student will have a Change in FTE (only if effective 1st of the month):
  - Submit a “Change in FTE” PCR
  - Adjust the student’s pay for the FTE change

Graduate Students Stipends

- Stipends for Graduate Students must be pre-approved by your respective college representative.

- Request for pre-approval should be sent via the Doctoral and Graduate Student Stipend Requests

Reminder
Do not inform a student they can receive a stipend prior to approval.
Graduate Students: Non-Exempt

- SAP Timekeeping:
  - 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

Graduate Students - Separations

- 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.

Change in Payroll Areas

- 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
Other helpful information

- 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 (infotype 7 Planned Working Time)
- Basic Pay (infotype 8)

Helpful Links

- College PCR Processing Assignments
- Doctoral and Graduate Student Stipend Request
- Faculty Forms
- How To Run An Employee List
- LWOP Removal Request for Graduate Students
- New Position Data Form (NPDF)
- PCR Resources

Contacts

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**Questions and Assistance**

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