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Faculty Summer Appointments

Presented by Faculty and Academic Resources

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Basics you need to know

- All summer teaching and administrative assignments must have prior approval for funding via the summer budget approval process
- 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
- 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.
- Faculty who taught in previous summers have summer positions available for use; identify by using transaction ZHRPOSRT, "Summer-faculty name" under Summer Employee Name
- First time summer teaching 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; if a summer position is needed, send a [NPDF](#) to Nick Schellman

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Basics you need to know (cont'd)

- 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
- Per course faculty do not need summer positions
- Special Payments in summer should always be processed on the faculty member's summer assignment, when available.

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Basics you need to know (cont'd)

- 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 affect 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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Basics you need to know (cont'd)

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 Facu

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

- 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”
- 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; (Note: 8 and 10 week courses are both summer periods)
- 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 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 4365 Summer I; SPED 4369 Summer II; advising entire summer; End assignment effective 8/31
- Teaching ARTH 3368 in 10 week session; ARTH 3356 Summer I; ARTH 3349 and ARTH 3356 summer II; End assignment effective 8/31

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Comment Examples (cont'd)

- Teaching overload (funding must be approved in advance via the summer budget approval process) – 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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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
- Note: Change in cost distributions in mid-month will not encumber at exactly 1.5 months

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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:

- For faculty who are part of your department, go to Manage PCRs tab, select "Employees in Org Unit" and prepare "Additional Appointment" PCR, or
- For faculty who are not part of your department, go to Manage PCRs tab and select "Employees Outside of Org Unit" and prepare "Additional Appointment" PCR

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

- Select reason code "Other summer assignment"
- Select the faculty member's summer program faculty position from the previous year or new summer position
- 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
- 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

- 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 you have pre-approval from Cindy Waggoner
- 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

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Graduate Students (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
 - If 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 9/1/20)

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Graduate Students (cont'd)

- If a graduate student is continuing in their current position, please submit the online [LWOP Removal Form](#)
- 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
- 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)

- 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 Request](#).
- Please do not advise a student they can receive a stipend before it has been approved.

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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 and 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 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

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

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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

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Helpful Links

- [LWOP Removal Form](#)
- [NPDF](#)
- [Graduate Student Stipend Request](#)
- [Faculty Forms](#)
- [College PCR Processing Assignments](#)

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**Faculty and Academic Resources
Contacts**

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