Compensation Instructions for Summer Session Courses  03/04/14

The following instructions are provided to assist in the preparation of Summer Session appointment forms for faculty, professional, and graduate assistant employees.

*It is not required for graduate students to be registered during the summer session to teach; however, please remember that they must be registered for 3 or more credit hours during the summer session to be exempt from FICA tax.*

General Instructions for All Forms

1. The following schedule represents the standard appointment periods for Summer 2014:
   - 4-wk session: 5/19/14—6/13/14; pay date 6/1/14 and 7/1/14
   - 6-wk/I session: 5/19/14—6/27/14; pay dates 6/1/14 and 7/1/14
   - 8-wk/I session: 6/16/14—8/8/14; pay dates 7/1/14 and 8/1/14
   - 6-wk/II session: 6/30/14—8/8/14; pay dates 7/1/14 and 8/1/14
   - 12-wk session: 5/19/14—8/8/14; pay dates 7/1/13 and 8/1/13

2. Enter the following into New MFK Information: 050-XX-XXXX-XXXX-54172000-XXXX-000-0000-00-0000 (Note: Grant program 54171000 was set up for Summer 2013 and will be used for subsequent odd-numbered years. Grant program 54172000 will be set up for Summer 2014 and will be used for all subsequent even-numbered years.)

**The Org/Department info should be YOUR department information.**

The Sub Department (XXXX) can be filled in with zeros if your department does not utilize this field. Grantpg 54172000 is unique for budgeted summer session courses and will automatically route to the Summer Session office in HR Workflow.

For EX* sections contact Melanie Ostmo at 335-0147 or melanie-ostmo@uiowa.edu for the MFK.

3. **Summer Salary** should reflect the approved compensation, generally:
   - 1/9th of academic year salary per course for Faculty
   - 2/9th of 50% academic year salary per course for Graduate Teaching Assistants

4. In the Remarks section, please enter the course number and section(s) being taught.

**Instructions for Current Employees**

*Individuals with an Academic Year or Spring Semester appointment*

1. Select the Summer Support Form from the eligible types listed. Enter the effective begin date of the appointment and individual’s search criteria.

2. Position Number, Job Code and New Department/Dept Name fields will default to the appointee’s academic year appointment. If you have reason to use another Position Number, enter it at the initial search. Department Name (and for Graduate Teaching Assistant’s, Job Code) can be edited within the form.

3. **New Percent Time** should correspond to the course teaching load as follows:
   - 4-wk session: 1 course = 100%
   - 8-wk & 6-wk-I or II session: 50% per course
   - 12-week session: 50% per course

**Instructions for Fiscal Year Employees**

*Faculty or P&S staff with a Fiscal Year Appointment*

1. Select the Special Compensation Prior Approval from the eligible types listed. Enter the effective begin date of the appointment and the individual’s search criteria.

2. If multiple jobcodes are listed, choose the individual’s primary (i.e. full-time) position.

3. Select Special Compensation Type “Course Instruction” from the drop-down list and continue.

4. Within the Prior Approval form, the Special Compensation Department is the administrative home of the course taught.

**Instructions for New Employees**

*Individuals with no current UI appointment*

1. Select Appointment from the eligible types listed.

2. Choose Appointment Type
   - Choose Appointment Sub Type
   - Appointment Term: Short Term
   - Appointment Start: Enter appropriate begin date
   - Assign a Position Number for this Appointment: Select “Create New” and click “Continue”

Enter individual’s search criteria and click “Search.” You can then select the individual you wish to appoint. If the search does not display a record for your individual, select “Add New Employee.”

3. The Org and Department Information fields should reflect the individual’s home department.

4. **Percent Time** should correspond to the course teaching load as follows:
   - 4-wk session: 1 course = 100%
   - 8-wk & 6-wk-I or II session: 50% per course
   - 12-week session: 50% per course

**Instructions for Adjunct Faculty**

*Adjunct faculty with a 0% appointment*

1. Select the Adjunct Support Form from the eligible types listed. Enter individual’s search criteria and then enter the effective begin date of the appointment.

The **New Paygroup** should be “3/Short Term”

2. Position Number, Job Code and New Department/Dept Name fields will default to the appointee’s academic year appointment.

3. **New Percent Time** should correspond to the course teaching load as follows:
   - 4-wk session: 1 course = 100%
   - 8-wk & 6-wk-I or II session: 50% per course
   - 12-week session: 50% per course

4. **New Paygroup/Description** should default to “3/Short Term.”

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**Contact Information**

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