Compensation Instructions for Summer Session Courses 03/29/17

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 2017:
   - 4-wk session: 5/15/17—6/08/17; pay prorated by calendar days and issued on 6/1/17 and 7/1/2017
   - 6-wk-I session: 5/15/17—6/22/17; pay prorated by calendar days and issued on 6/1/17 and 7/1/2017
   - 8-wk session: 6/12/17—8/3/17; pay prorated by calendar days and issued on 7/1/17, 8/1/2017, and 9/1/2017
   - 6-wk-II session: 6/26/17—8/3/17; pay prorated by calendar days and issued on 7/1/17, 8/1/2017, and 9/1/2017
   - 12-wk session: 5/15/17—8/3/17; pay prorated by calendar days and issued on 6/1/17, 7/1/17, 8/1/2017, and 9/1/2017

2. Enter the following into New MFK Information: 050-XX-XXXX-XXXXX-54171000-XXXX-000-00000-10-0000
   (Note: Grant program 54172000 was set up to be used for even-numbered years.)

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

   The Sub Department (XXXXXX) can be filled with zeros if your department does not utilize this field. Grantpg 54171000 is unique for budgeted summer session courses and will automatically route to the Summer Session office in HR Workflow.

3. Summer Salary should reflect the approved compensation, generally:
   - 1/3rd 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(s) 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 Assistants, 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: 33% 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.

5. Remember to do the Special Compensation Payment form once the Prior Approval is complete through HR Workflow. Choose the active complimentary/PB9 faculty appointment for the Special Compensation Payment Form.

Instructions for New Employees
(Individuals with no current UI appointment)

1. Select Appointment from the eligible types listed.

   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.”

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

3. 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: 33% 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: 33% per course

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

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