

# Faculty HR Affairs

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## PROCESSING SUMMER JOBS FOR FACULTY Summer 2009

Starting summer of 2009, all summer transactions should be submitted via the HR Front End (HRFE) system.

- The May HRFE deadline for MN6 is 05/20/09.
- The June HRFE deadline for MN7 is 06/24/09.
- The July HRFE deadline for MN8 is 07/21/09.
- Summer appointments preceding a brand new fall 2009 appointment must be processed in conjunction with the fall appointment.

### General Position and Job Information

Position Number	Use an existing pooled Summer Job position, or if the Unit does not currently have a pooled Summer Job position, create a pooled position. Use <b>SMMR</b> for the P-class and <b>MM</b> for the E-class when establishing the position.
Suffixes	<b>Suffixes</b> for the <b>2009 academic summer jobs</b> will use “ <b>S0</b> ” to reflect a summer job. The S0 suffix will be used for identification purposes for institutional reporting. If the employee will hold a summer research job in the same unit in addition to a summer teaching job, use the same position number, but separate the jobs, using the next sequential number beginning with ‘S’, e.g. S0, S1, S2....
Effective Date	Except for faculty teaching a course in the standard summer session, the effective date should be the date that actual service is beginning.
End Date	Except for faculty teaching a course in the standard summer session, the end date should be the date that actual service ends.
Job Type	Overload
Title	Title of job for which services will be provided. This should match the regular academic year appointment. ‘Summer’ should not be included in the job title.
FTE	The percent of service (FTE) being provided by the employee during the summer.
Monthly Salary	1/9 rate based on summer service FTE (i.e. 1/9 of annual salary if 1 FTE, ½ of 1/9 of annual salary if 0.5 FTE). See Summer Faculty Job with Administrative Appointment for more information.
Factor	Should be 1, 2 or 3. If service provided is a partial month (e.g. 6/15 – 07/21) then round up to the next whole number, in this case ‘2’.
FOAPAL	Labor distribution information. Due to current system limitations of the HRFE, future dated FOAPAL changes must be processed as a separation transaction once the original summer job has been applied by FAHR.

### Specific to Summer Session

In 2008, Summer Session was expanded to include a new 4 week session in addition to the current 8-week session. Please review the below noting changes to the Summer Session dates below.

- 4-week session should reflect the payroll dates of MN6 (5/16/09 – 06/15/09)
- 8-week session should reflect the payroll dates of MN7-MN8 (6/16/09 – 08/15/09)

### Percent Time Effort for Summer Session

- 1 course in the 4 week session equals 100% time effort
- 2 courses in the 8 week session equals 100% time effort
- 1 course in the 8 week session equals 50% time effort

Faculty teaching effort is limited to the 2/9ths compensation. Therefore, faculty who teach 1 course in the 4-week session will be limited to 1 course (.5 FTE) in the 8 week session.

### **Specific to Administrative, Research or Teaching a non-Summer Session course**

Banner will pay actual workdays of the partial months and will pay the whole assigned salary in any full months.

### **Summer Faculty job with Administrative Appointment**

If the employee will have a summer faculty job in addition to the administrative appointment, both appointments should continue to be reflected as separate jobs over the summer. Nine-month faculty who will continue to hold an administrative appointment in the summer must use a summer pooled position number for the summer administrative appointment. The summer faculty appointment will be reflected on the summer pooled position number using the above instructions.

#### Example:

Professor John Smith holds a faculty appointment with an AY salary of \$100,000 with a 0% stipend of \$10,000 for the Director position.

Case 1: During the summer, he will teach a summer session (100% time effort assumed) and will continue serving in the administrative appointment. The summer administrative job will be a summer pooled position number reflecting the administrative position, but with a suffix of **S0**; job type will be Overload, Job Begin Date = May 16, 2009. The FTE in the summer administrative appointment will be 0 FTE with a 1/9 monthly assigned rate of \$1111.11 [ $\$10,000 / 9$ ].

Case 2: During the summer, he only will serve 60% time on the administrative appointment only. The summer job will be on the summer administrative pooled position number, but with a suffix of **S0**; job type will be overload, the Job Begin Date will be May 16, 2009. The FTE for the summer administrative appointment will be 0.6 FTE with a 1/9 monthly assigned rate of 7,333.33 [ $\$110,000 / 9 * .6$ ].

### **Request for Exception to Limit on Summer Job**

Members of the academic staff on an academic year job whose salary exceeds a total salary greater than two-ninths of the full-time equivalent academic year salary must have the Request for Exception to Limit on Summer Job on file with FAHR. NOTE: This form should be attached to the summer transaction via HRFE with Document Type of 'Exception to Limit on Summer Appt'.

### **HRFE Instructions for Summer Job**

While there may be small nuances with individual cases, the majority of summer appointments transactions will be adding a new summer job or reappointing a summer job. Outlined below are the steps that will generally apply for each of these transaction types. If you have questions regarding a specific scenario, please contact FAHR.

#### Adding new position

1. Once you have the person's ERV, select Add A Job under the transactions.
2. Under e-class information, select M – Summer Job.
3. Under Job Dates tab, indicate the Job Begin and Job End date
4. Under Position Selection, select the position number (either by directly entering it in or by searching)
5. In the Job Data tab, make sure to update the following fields:
  - a) Type the appropriate suffix beginning with an 'S0'
  - b) Update the Job Title
  - c) Job FTE
  - d) Annual Salary (Note: depending on the length of the appointment, you may need to update

the “factor” field in order to correct the monthly amount – this part will be done in the next step.)

Second option: If the monthly rate and not the summer annual salary is known – leave the salary at zero at this point. Once continue is pressed, the “factor” field can be updated to 1,2,3 and the monthly stipend can be entered. This will then auto-calculate the annual salary.

- e) TS-Org
  - f) FOAPAL information
  - g) Comments. Make sure to include appropriate comments to reflect the appointment, e.g. if Summer Exception, which summer session is being taught, conducting research, etc.
6. Press Continue
  7. Review the information once again. If needed, correct the “factor” field to reflect how many pay periods the summer appointment runs (1, 2, or 3). Confirm the monthly and annual salary again.
  8. Route to college

#### Reappointment instructions

1. Once you have the person’s ERV, select Reappoint/Reactivate Job
2. Select the appropriate position
3. In the Reappointment/Reactivation Dates, indicate the summer appointment dates
4. In the Jobs accordion, review the summer data and update the below possible fields:
  - a) Job Title
  - b) Factor
  - c) Monthly Rate
  - d) Job Change reason – ‘Add Summer Job JB007’
  - e) TS – Org
  - f) FOAPAL information
  - g) Comments: Make sure to include appropriate comments to reflect the appointment, e.g. if Summer Exception, which summer session is being taught, conducting research, etc.
5. Press Continue
6. Review the information once again. If needed correct the “factor” field to reflect how many pay periods the summer appointment runs (1, 2, or 3). Confirm the monthly and annual salary again.
7. Route to college

#### Term by Term appointments

If a faculty member is appointed only for the summer term, the summer term must be processed via the HRFE system using the General Position and Job Information, unless identified as an exception indicated below. If the employee is new to the University, a New Hire transaction should be initiated. Otherwise, if currently employed, you will process an ‘Add a Job’. In general the following fields should be reviewed for accuracy:

- a) Position/Suffix = single position number with suffix “S\*” \*next sequential number starting with ‘0’
- b) Job Type = Secondary
- c) E-Class = AF
- d) P-Class = Corresponds to the title (not SMMR)
- e) Assign Salary = 1/9 rate based on service FTE. If the employee held an appointment during the academic year, the same annualized rate should be followed for the summer appointment.
- f) Timesheet Org = Organization paying for the job
- g) Comments: Reasoning for the job, e.g. Summer Session 1 or 2, research appointment, etc.
- h) Change Reason = Add Summer Job (JB007 or HR001 if New Hire)

#### New 9/12 hire for Fall 2009 Term with a Preceding Summer Appointment

If the employee is a brand new nine-month (9/12) hire for the upcoming fall, the summer appointment will need to be processed in a slightly different manner. This is required in order for health benefits, life insurance and SURS to be correctly assessed. This preceding summer appointment must be submitted via the HRFE along with the fall appointment information. The summer information must be reflected as follows:

## HRFE Instructions

- 1) New Hire information Select Faculty – first indicate the total percent based on the fall appointment first. The length of the contract should be ‘Greater than or equal to 9mo. Select 9/12 service basis. Press continue. Upon review you will see that the person will be both benefit eligible and SURS eligible.
- 2) Add summer appointment first – indicate the start and end dates
  - a) When searching or creating the position, select an AA e-class at the position level.
  - b) Make sure the position is included in the budget. Do not make any changes to the e-class at the position level – this should remain as AA. You will get a warning message about the position not matching – press continue again
  - c) At the Job Data screen, update the job e-class to AE. Update the suffix to S0. The factor will change to 9 and the monthly rate will convert to the 1/9<sup>th</sup> rate. Double check your stipend based on the FTE. Change the leave category code to E7. The job type should be secondary. The job reason should be ‘New Hire HR001’. Press continue
- 3) Add the fall appointment
  - a) Click the add change button. Change the view data to the start of the fall term 8/16/xx and hit View
  - b) Under Transactions, select ‘Add a Job’.
  - c) You will be brought back to selecting e-class – select the same as you did on the summer appointment –select AA. Continue
  - d) The Job Begin Date should be 8/16/xx. No end date is required unless the faculty member is visiting or has a visa end date. The job type should be primary. Job Change reason should be ‘Add Job JB001’. Press continue.

NOTE: The faculty member will be benefit-eligible at the start of the summer appointment as long as the summer appointment is continuous with the academic year appointment. Based on CMS requirements, a break in service from the summer to the academic year appointment will result in the summer appointment being ineligible for benefits. Please contact FAHR if you have this scenario.