

Faculty Affairs HR

PROCESSING SUMMER JOBS FOR FACULTY Summer 2011

1253 S Halsted, suite 303 m/c 095, Chicago, Illinois 60607-5023
312-355-2412 • Fax: 312-996-1700
<http://fahr.vcaa.uic.edu> • e-mail: FAHR@uic.edu

The below are instructions for summer appointments.

- The May HRFE deadline for MN6 is 05/20/11.
- The June HRFE deadline for MN7 is 06/24/11.
- Summer appointments that will be preceding a brand new fall 2011 appointment must be processed in conjunction with the fall appointment. This will be required in order to determine SURS and benefit eligibility.

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 SMMR for the P-class and MM for the E-class when establishing the position.
Suffixes	Suffixes for the academic summer jobs will use “ S0 ” 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 the summer teaching job, separate the jobs out with the same position number using the next sequential number beginning with ‘S’, e.g. S0, S1, S2....
Effective Date	Except for faculty teaching a course, the effective date should be the date that actual service is being provided
End Date	Except for faculty teaching a course, the end date should be the date that actual service is being provided
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 FTE that the employee is providing service for.
Monthly Salary	1/9 rate based on service FTE (i.e. 1/9 if 1 FTE, ½ of 1/9 if .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, for example 6/15 – 07/21 then round up to the next whole number, in this case ‘2’.
FOAPAL	Labor distribution information. It is not necessary to use multiple suffixes to reflect different FTE changes or labor distributions. Units have the ability to add future dated changes on reappointments as well as new summer jobs being added.

Specific to Summer Session

Please review the below noting the Summer Session dates.

- 4-week session should reflect the payroll dates of MN6 (5/16/11– 06/15/11)
- 8-week session should reflect the payroll dates of MN7-MN8 (6/16/11 – 08/15/11)

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. 9/12 faculty who will continue to hold an administrative appointment in the summer must use a summer pooled position number. 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 course 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. 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 will only serve the administrative appointment. The summer job will be on the summer pooled position number, but with a suffix of **S0**; job type will be overload, the Job Begin Date will be May 16. The FTE for the summer administrative appointment will be .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. Please make sure the dates being provided reflect the exception dates and is signed and dated by all appropriate parties. Approved forms must be attached to the HRFE transaction.

HRFE Instructions for Summer Job

While there may be small nuances with individual cases, the majority of summer appointments will be by adding a new summer job or by reappointing a summer job that was previously appointed. The below two steps will handle a majority of the transactions. 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, Indicate 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
 - b) Update the Job Title
 - c) Job FTE
 - d) Annual Salary (note, depending on the length of the appointment, the factor field will need updating in order to correct the monthly amount – this part will be done in the next step.
 - e) TS-Org
 - f) FOAPAL information

- g) Comments. Make sure to include appropriate comments to reflect the appointment, eg if Request for Summer Exception
6. Hit Continue
7. Review the information once again. If needed correct the factor to reflect how many pay periods the summer appointments runs (1,2 or 3). Confirm the monthly and annual salary again.
8. Route to college

Note: Units will not be able to make a future dated labor distribution change with a job that is being added for the first time to Banner. Once processed in the HRFE system, units can submit LD changes to modify future FOAPAL changes.

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) TS – Org
 - e) FOAPAL information
5. Hit Continue
6. Review the information once again. If needed correct the factor to reflect how many pay periods the summer appointments runs (1,2 or 3). Confirm the monthly and annual salary again.
7. Route to college

Note: Units will be able to submit a future dated labor distribution change in conjunction with a reappointment transaction.

Term by Term appointments

If a faculty member is appointed only for the summer term or only held an appointment for 1 term during the academic year, the summer term would be processed differently. Please note the guidelines below:

- a) Position/Suffix = single position number with suffix "S*" *next sequential number
- b) Comments in the Memo area: Reasoning for the job, summer service teaching, research, administrative, etc
- c) Job Type = Secondary
- d) P-Class = Corresponds to the title (not SMMR)
- e) E-Class = AF
- f) 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.
- g) Timesheet Org = Organization paying for the job
- h) Change Reason = ADD SUMMER JOB (JB007)

New 9/12 hire for Fall 2011 Term with a Preceding Summer Appointment

If the employee is a brand new 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 the health benefits, life insurance and SURS to be correctly assessed. This preceding summer appointment must be submitted along with the Fall appointment information.

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 and will also be ineligible for SURS during the summer. Please contact FAHR if there is a break in service. Different HRFE processing steps will be required.

Add summer appointment first – indicate the start and end dates

- 1) When searching or creating position, select an AA e-class at the position level.
- 2) 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 – hit continue again
- 3) 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 1/9th rate. Double check your stipend based on the FTE. Change the leave category code to E7. The job reason should be New Hire. Hit continue
- 4) Make sure the job type is primary. Review all of the information and then save.

Add the fall appointment

- 4) Click the add change button. Change the view data to the start of the fall term 8/16 and hit View
- 5) Under Transactions, select Add a job.
- 6) You will be brought back to selecting e-class – select the same as you did on the summer appointment –select AA. Continue
- 7) The position number should be the same as the summer, but use the '00' suffix.
- 8) 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. Job Change reason should be 'Add Job JB001'. Hit continue.
- 9) Make sure the job type is primary. Review all of the information and then save.