
SUMMER SCHOOL APPOINTMENTS

All Summer School Appointments, including faculty buyouts, will require ePAFs to begin and end these appointments. **NOTE:** Provost Office has requested that ePAF's not be routed to them for summer school appointments that are being funded from the 6Z2 account code.

CONTENTS

A. Teaching Only Job	1
B. Split Appointment: Research Job and Teaching Job	2
B.1 Research Job	2
B.2 Teaching Job	3
C. Research Only Job	4
D. GA Job	5
E. Graduate Students NOT Enrolled for Summer School	5
F. Miscellaneous Information	6

A. TEACHING ONLY JOB

- Faculty member or graduate student (GTPI or TA) is given a summer school teaching assignment for Summer I or Summer II or both. These jobs will be Overload Jobs (OVRLD) instead of a Primary or Secondary Jobs. **NOTE:** *Since all faculty as well as GPTI's and TA's will be on either LWOP from their current Primary and Secondary Jobs or, in the case of faculty only , their current Primary Job is paid on a 9/12 (deferred pay) basis; the faculty member's or graduate student's Primary Job must remain unchanged.*
 - Use TTU Primary Job Recurring Pay Exempt (TPJAEE) ePAF
 - Position Number - Use current 9-month faculty/student position number with a "S1" suffix for all summer sessions.
 - FTE will be 0.00 (Faculty are not counted for FTE in the summer)
 - Use a TTU Job Change End (TJCEND) ePAF after the TPJAEE ePAF has been applied to end the Overload jobs at the end of either Summer I or Summer II as appropriate
 - Make sure the Personnel date is the actual end date for this job
 - Be sure to use the same Primary Position Number/Suffix Number combinations you used in the TPJAEE ePAFs described above to end these Overload Jobs.

B. SPLIT APPOINTMENT: RESEARCH JOB AND TEACHING JOB

- Faculty member or graduate student (GPTI or TA) is split between a summer school teaching assignment and a research job for the summer. **NOTE:** *Since all faculty as well as GPTI's and TA's will be on either LWOP from their current Primary and Secondary Jobs or, in the case of faculty only, their current Primary Job is paid on a 9/12 (deferred pay) basis; the faculty member's or graduate student's Primary Job must remain unchanged.*

B.1 RESEARCH JOB

- Use a TTU Add a Secondary Job Exempt (TSJE) ePAF
 - Use a position with the proper research title in your ORGN and S1 suffix.
 - ❖ Principal Investigator
 - ❖ Co-Investigator
 - ❖ Sr Research Associate
 - ❖ Research Associate
 - ❖ Research Assistant
 - Use "Secondary" as the job type
 - ❖ Primary job already exists
 - Use the FTE that properly reflects the amount that will be paid from the research job
 - The annual salary is calculated based on a 12 month basis
 - ❖ Monthly rate for research job * 12
 - Use the FOP for the grant(s)
 - Add a comment to the ePAF
 - ❖ This is for a Faculty Buyout or swapping faculty salary money for research money
 - ❖ By adding the comment, Budget be made aware retro funding actions need to take place if necessary
- Use a TTU Job Change End (TJCEND) ePAF after the TSJE ePAF has been applied if this job ends before 08/31/09
 - Make sure the Personnel date is the actual end date for this job
 - Add a comment to the ePAF
 - ❖ This is for a Faculty Buyout or swapping faculty salary money for research money
 - ❖ By adding the comment, Budget be made aware retro funding actions need to take place if necessary

B.2 TEACHING JOB - NOTE: *These jobs will be Overload Jobs (OVRLD) instead of a Primary or Secondary Jobs.*

- Use TTU Primary Job Recurring Pay Exempt (TPJAEE) ePAF
 - Position Number - Use current 9-month faculty/student position number with a "S1" suffix for all summer sessions.
 - FTE will be 0.00 (Faculty are not counted for FTE in the summer)
- Use a TTU Job Change End (TJCEND) ePAF after the TPJAEE ePAF has been applied to end the Overload jobs at the end of either Summer I or Summer II as appropriate
 - Make sure the Personnel date is the actual end date for this job
 - Be sure to use the same Primary Position Number/Suffix Number combinations you used in the TPJAEE ePAFs described above to end these Overload Jobs.
 - Add a comment to the ePAF
 - ❖ This is for a Faculty Buyout or swapping faculty salary money for research money
 - ❖ By adding the comment, Budget be made aware retro funding actions need to take place if necessary

C. RESEARCH ONLY JOB

- Faculty member or graduate student (GPTI or TA) is moving from a 100% faculty job to a 100% research job for the summer. **NOTE:** *Since all faculty as well as GPTI's and TA's will be on either LWOP from their current Primary and Secondary Jobs or, in the case of faculty only, their current Primary Job is paid on a 9/12 (deferred pay) basis; the faculty member's or graduate student's Primary Job must remain unchanged.*

- Use a TTU Add a Secondary Job Exempt (TSJE) ePAF
 - Use a position with the proper research title in your ORGN and S1 suffix.
 - Job title = Research title
 - ❖ Principal Investigator
 - ❖ Co-Investigator
 - ❖ Sr Research Associate
 - ❖ Research Associate
 - ❖ Research Assistant
 - Use FTE of 1.00
 - The annual salary is calculated based on a 12 month basis
 - ❖ Monthly rate for research job * 12
 - Use the FOP for the grant(s)
 - Add a comment to the ePAF
 - ❖ This is for a Faculty Buyout or swapping faculty salary money for research money
 - ❖ By adding the comment, Budget be made aware retro funding actions need to take place if necessary

- Use a TTU Job Change End (TJCEND) ePAF after the TSJE ePAF has been applied if this research job ends before 08/31/09
 - Make sure the Personnel date is the actual end date for this job
 - Add a comment to the ePAF
 - ❖ This is for a Faculty Buyout or swapping faculty salary money for research money
 - ❖ By adding the comment, Budget be made aware retro funding actions need to take place if necessary

D. GA JOB

- GA summer appointment should use a TTU Add a Secondary Job Nonexempt (TSJN) ePAF to start the appointment.
 - Use an “S1” suffix with the Position number (not 00).
 - In the “Create or Change Default Earnings” section of the ePAF, enter the query date, an “HLN” Earnings code, and a Unit of 1.
- Use the TTU Job Change End (TJCEND) ePAF after the first ePAF has been applied.

E. GRADUATE STUDENTS NOT ENROLLED FOR SUMMER SCHOOL

- To hire “Graduate Students NOT enrolled for summer school”
 - **Please read the following instructions and notify HR Compensation Operations that you will be appointing Graduate Students NOT enrolled for summer school.**
 - The summer appointment will require a pooled Temporary Worker position. If your department does not currently have one contact HR Compensation Operations to set up the new position.
- Use TTU Add a Secondary Job Exempt (TSJE) ePAF to start the appointment.
 - Use the Temporary Worker position number, Suffix 00 .
 - FTE = “0”
 - Hourly Rate = “0”
 - Hours per Day = 1
 - Hours per Pay = .01
 - Factor = 12
 - Pays = 12
- This category of students will be paid using the **Multipurpose One-Time Payment Form**.
 - Students must complete a paper **Summer Time Sheet** and submit it to the department weekly. (*This form is available through HR Compensation Operations*).
 - Departments will collect the weekly time sheet and complete a **Multipurpose One-Time Payment Form** using to the student’s current payroll schedule. If the student is currently being paid on the monthly payroll schedule he will continue to be paid monthly. If the student is currently hourly he will continue to be paid semi-monthly.
 - If the student is currently paid monthly, complete the **Multipurpose One-Time Payment Form** as follows:
 - ❖ **Pay Status** = “M”
 - ❖ **Special Rate Amount** = the total amount according to the weekly time sheets and the current monthly payroll cycle. Do not project hours.

- ❖ Follow the regular monthly payroll calendar using the deadline for *Exempt ePAF's* when calculating the **Special Rate Amount** and submitting your **Multipurpose One-Time Payment Form**. Note that in the case of monthly employees the entire calendar month may not be paid since the *monthly ePAF deadline* occurs before the end of the monthly pay cycle.
- If the student is currently paid hourly, complete the **Multipurpose One-Time Payment** form as follows:
 - ❖ **Pay Status** = "SM"
 - ❖ **Special Rate Amount** = the total amount according to the weekly time sheets and the current semi-monthly payroll cycle. Do not project hours.
 - ❖ Follow the regular semi-monthly payroll calendar using the deadline for *non-exempt ePAF's* when calculating the **Special Rate Amount** and submitting your **Multipurpose One-Time Payment Form**. Note that in the case of semi-monthly employees the weekly **Summer Time Sheet** may overlap the semi-monthly payroll cycle and the *non-exempt ePAF* deadline may make it necessary for you to adjust the total amount to be paid for that cycle.

F. MISCELLANEOUS INFORMATION

- Research positions for the summer are secondary positions and will be pooled (Principle Investigator, Sr. Research Associate, Research Associate, etc).
- New Position/Reclassification Request forms will need to be submitted for all secondary position requests. The number of positions to be pooled and the gross dollar amount to be used to fund the positions will need to be stated in the comments section of the Request Form.
- Request for the pooled summer research positions should be sent to HR Comp – Ops ASAP.
- Nine (9) month faculty, GTPI's, TA's, RA's, GA's will be administratively placed on Leave without Pay (LWOP) with benefits effective 6/01/09. These individuals will be returned to an active status through an automated process in August with an effective date of 9/01/09. **NOTE:** Nine (9) month faculty paid on a 9/12 basis will remain active through the summer.
- Student Assistant positions will not be administratively ended.