Summer Instructions 2014
Spring 9-month or Deferred Pay Faculty

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General Information:
The purpose of this document is to provide instructions and information about 9 month faculty who had Spring appointments (including faculty that have opted to defer their 9 month pay over 12 months) and will be teaching or doing research for summer 2014. (This document does not discuss graduate students assigned to a 9-month appointment (see GPTI/TA Summer Instructions) or 12 month Faculty.) Following the instructions set forth in this document will ensure Texas Tech University is in compliance with federal regulations.

EOPS vs. ePAF: If an employee is performing duties for 30 calendar days or more, an ePAF must be prepared and submitted in order to pay the employee for time worked. The Employee Onetime Payment system (EOPs) can only be used in situations where an employee is performing duties for less than 30 calendar days.

NOTE: All 9-month Faculty and deferred pay Faculty’s primary jobs must remain unchanged. Faculty positions (primary and secondary) without deferred pay will be automatically placed on leave without pay with benefits for the summer, while deferred pay faculty positions will remain active yet unchanged.

SUMMER EXEMPT ePAF: Human Resources has created a new Summer ePAF to assist in processing summer school appointments. The TTU Add Secondary Job and Future End Job – Summer Exempt ePAF (TSJFJE) was created for the sole purpose of beginning and ending summer appointments on one ePAF. Please see the ePAF template attached to assist you in originating your summer appointments. It is required that this ePAF be used to appoint a 9 month faculty member to a summer job.

Summer Appointments for 9 month Faculty working in the summer:
A nine-month or deferred pay Faculty member can earn up to one-ninth of his or her academic year based salary during each month of the summer (June, July and August) months.

- Position number and Suffix:
  - A 9-month Faculty member that will be working in the summer will need to be assigned a secondary job for that summer session, using the summer exempt ePAF. The summer appointment will derive from the primary position number assigned to that Faculty member, with a suffix of ‘10’.
  - A faculty member may have summer appointments for Summer I, Summer II, or both. These appointments will be considered secondary jobs instead of primary or overload jobs.
  - If multiple summer jobs will be active simultaneously, suffixes of ‘20’, ‘30’, ‘40’ and so on can be used for the second additional appointment(s) to the same position/title.
- Summer Exempt FTE: The Summer Exempt ePAF is a secondary job and requires an FTE. The FTE should be based on the work load for the summer session.
Annual Salary:
- Annual Salary will need to be figured on a factor of 9.
- Factors will be 9
- Pays will be 9

Default Earnings
- Use an RGS earn code
- RGS requires Hours per Pay Period (not units) (i.e. 173.33 for 1.0 FTE)

Labor Distribution and Funding:
- Colleges and Departments are requested to be diligent in the correct usage of labor distribution coding for appointments. Properly coding all research expenditures is a key element in Texas Tech University becoming a National Research University.
  - Research appointments must use research funding under FOAP program code 200.
  - Instructional appointments are FOAP program code 100.
  - The Budget Office and Financial Accounting and Reporting will assist in expediting the funding changes needed to enable the use of appropriate funding source(s).
- ePAFs for appointments funded specifically from the summer school budget (in budget pool ‘6Z2’) do not need to be routed through the Provost office.
- The faculty member’s summer appointment can be funded from multiple FOAPs, including combining different type of work (i.e. instruction, research, etc). The type of work will be distinguished by the account code(s) used on the job labor distribution (FOAP).
  a. Instruction is funded from a FOAP ending in Program 100, with account codes
     - 6A1802 – For Tenure Track Faculty
     - 6A1801 - For Non-Tenure Track Faculty
  b. Research is funded from a FOAP ending in Program 200, with account codes
     - 6A1803 – For Tenure Track Faculty
     - 6A1804 – For Non-Tenure Track Faculty

Things to keep in mind:
1. The summer appointment should use the primary position number assigned to that faculty member, with a suffix of ‘10’. If multiple summer jobs will be active simultaneously, use suffixes of ‘20’, ‘30’, etc., for the additional summer appointment(s) to the same position/title.
2. The TTU Add Secondary Job and Future End Job – Summer Exempt ePAF (TSJFJE) will be used to assign a summer appointment. It is required that this ePAF be used to appoint a 9 month faculty member to a summer job.
3. An FTE will need to be assigned to ALL summer positions (excluding “overload” jobs, i.e. supplements). If multiple positions will be assigned, the FTE is split according to the work load.
4. An RGS – Regular Salary earnings code with hours calculated by the FTE will be used in the Create or change default earnings section of the ePAF.
5. If changes will occur from one summer session to another, an FTE change ePAF can be used to assign the new FTE, pay rate and job labor distribution.
6. All jobs which have an active status through 9/1/2014 (have not been ended in this fiscal year) will be required to be budgeted for during Budget Prep for FY2015.

If you have questions, please contact Human Resources – Compensation & Operations for assistance at 742-3851 or send us an email at hrs.compensation.operations@ttu.edu.

Attachments:
TTU Add Secondary Job and Future End Job – Summer Exempt ePAF (TSJFJE) Template
Purpose of this ePAF Approval Category: (Only Available for Summer Appointments)

For use when a Faculty/TA/GPTI employee has a primary job on leave for the summer and will be appointed to teach or research during the summer; must indicate the summer job end date.

THE DATE Guidelines

Reminders Before Starting

1. **Query Date** belongs to the “Begin” Action.
2. The date fields for the “End” action are empty and must be manually entered.
3. If there is a **Job End Date** as viewed on the Job Selection screen that will conflict with this multi-action ePAF, then it must be removed.
4. Use the **ALL JOBS** button to view and decide if this is a reappointment to the same Ti#-Suffix as last summer. If so, select last summer’s Ti#-Suffix when building the ePAF with the **NEXT APPROVAL TYPE** button.

Job Change Begin

1. The employee’s first day of the new job is **THE DATE**; it must be **after** the previous job end.
2. If **THE DATE** is **on or before** the previous **Job End Date**, then email HR Compensation Operations for assistance.
3. If the employee will miss one or more paychecks, then a Manual Check Request (MCR) form must be submitted for each paycheck missed. The MCR cannot request pay earlier than **THE DATE**.
4. On the reappointment of an employee, if there is a potential “primary” job conflict, email HR Compensation Operations.

Job Change End

1. Enter the last day of the job in all end date fields.

**ePAF Template**

Hint: Do not use the browser  Hint: Save often
BACK button  Hint: Follow the example for dates input.
Hint: Use Decision Guide for Query Date  Hint: No dashes or spaces in most input boxes
Hint: Use the Job Aid “ePAF Attachment Instructions”

**NEW ePAF PERSON SELECTION Screen.** This is the first ePAF entry screen

<table>
<thead>
<tr>
<th>ID</th>
<th>Enter R#, OR Q, Search for R#. <strong>DO NOT</strong> Generate a new R#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Query Date</td>
<td>Hint: Enter THE DATE (if it is not today’s date)</td>
</tr>
<tr>
<td>Approval Category</td>
<td>TTU Add Sec Job AND Future End-SUMMER Exempt TSJFJE</td>
</tr>
</tbody>
</table>

**NEW ePAF JOB SELECTION Screen.** This is the screen where you enter or select the T# position.

<table>
<thead>
<tr>
<th>Enter Position Number</th>
<th>Hint: Enter Position # for the new job, and TAB to the Suffix.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suffix</td>
<td>10 Use 10 for the first job assignment; use 20, 30, etc for simultaneous job assignments to the same position/title.</td>
</tr>
</tbody>
</table>
The ePAF entry form opens. Be sure to follow these hints before starting your entry:

**HINT**: Verify the T#, suffix and title appear correctly above each Approval Type.

**HINT**: If this is a reappointment to a T#, copy the Job Begin Date from the Current Value to the New Value column.

**HINT**: Remember that the Default Earnings does not insert Effective Dates, and it needs to be entered on each line.

### Add Secondary Job Exempt

<table>
<thead>
<tr>
<th>Job Begin Date (MM/DD/YYYY)</th>
<th>Hint: Use the Query Date as the Job Begin Date.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Type</td>
<td>Secondary</td>
</tr>
<tr>
<td>Jobs Effective Date (MM/DD/YYYY)</td>
<td>Hint: Use the Query Date as the Jobs Effective Date.</td>
</tr>
<tr>
<td>Personnel Date (MM/DD/YYYY)</td>
<td>Hint: Follow THE DATE Guidelines above.</td>
</tr>
<tr>
<td>Step</td>
<td>0</td>
</tr>
<tr>
<td>Annual Salary</td>
<td>Use the Exempt Salary Calculator job. For this summer ePAF Use 9 mon salary if the title is 9 mo Faculty/TA/GPTI, or use 12 mon salary if the title is research. This is not salary for a semester or salary for a month.</td>
</tr>
<tr>
<td>Job Status</td>
<td>Active</td>
</tr>
<tr>
<td>Position Title</td>
<td>Entry not allowed. Defaults AFTER ePAF applies.</td>
</tr>
<tr>
<td>FTE</td>
<td>Use 3-digit decimals (i.e. .50, .375) 1.0 is fulltime</td>
</tr>
<tr>
<td>Job Change Reason Code</td>
<td>NEWJO Add Secondary Job</td>
</tr>
<tr>
<td>Timesheet COA</td>
<td>Chart of Account, T or S</td>
</tr>
<tr>
<td>Timesheet Orgn</td>
<td>Home Organization code such as C11000</td>
</tr>
<tr>
<td>Supervisor ID</td>
<td>R# ID of the job supervisor, who must have an active job.</td>
</tr>
</tbody>
</table>

### COMPENSATION Exempt - Factor & Pays

<table>
<thead>
<tr>
<th>Effective Date MM/DD/YYYY</th>
<th>Hint: Use the Query Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours Per Day</td>
<td>Use the Calculate Hours per Day and Hours per Pay tool.</td>
</tr>
<tr>
<td>Hours Per Pay</td>
<td>Use the Calculate Hours per Day and Hours per Pay tool.</td>
</tr>
<tr>
<td>Factor</td>
<td>Use 9 if the title is 9 Mo Faculty/TA/GPTI; or use 12 if the title is 12 Mo research</td>
</tr>
<tr>
<td>Pays</td>
<td>Copy from Factor above.</td>
</tr>
</tbody>
</table>

### CREATE OR CHANGE DEFAULT EARNINGS

<table>
<thead>
<tr>
<th>New Value</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Effective Date (MM/DD/YYYY)</th>
<th>Earnings</th>
<th>Hrs or Units per Pay</th>
<th>Deemed Hours</th>
<th>Special Rate</th>
<th>Shift</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use Query Date</td>
<td>RGS</td>
<td>(Hours)</td>
<td>Lv Blank</td>
<td>Lv Blank</td>
<td>1</td>
<td>Lv Blank</td>
</tr>
</tbody>
</table>

Hint: Only make entries in three columns - Effective Date, Earnings Code, and Hrs or Units (Shift is pre-loaded; Lv Blank - leave column blank - column is not used).

**Effective Date: Use the Query Date. Must be in the format MM/DD/YYYY. Required with each Earnings Code.**

**HLN / HLD is not required**

RGS for Exempt Regular Salary: Type RGS in the Earnings column. Hours or Units per Pay is the same as Hours per Pay entered above.

**CAUTION: Do not 'edit' an Earnings Code that defaults into Default Earnings. If a code is unwanted, click to remove the line and enter the desired Earnings Code on a new line.**

Be sure to click “SAVE and Add New Rows” if you make changes in Default Earnings.
CAUTION: FOAPAL defaults from the Position and only the Percent can be edited. If the FOAP is not wanted, set the percent to 0 and click to remove the line. Add desired FOAPs on new line(s) with appropriate percents. Be sure to click “SAVE and Add New Rows” if you make changes to the FOAPs.

HINT: Effective Date should be query date. Hint: Percent column should total to 100.

The Approval Matrix on the HR Job Aids web page offers guidance about adding optional approval levels.

The minimum approvals for most ePAF's are preloaded in the Routing Queue. If additional approvals are required for a particular employee type such as faculty or students (Grad School, Provost, etc), or if additional approvals are required by your department management or if the transaction is an exception to university policy select the required approvers from the Approval Level pull down list.