Summer Instructions 2014
Spring GPTI/TA working during the Summer

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General Information:
The purpose of this document is to provide instructions and information about graduate students who
had spring appointments as 9 month GPTIs/TAs and will be teaching or doing research in the summer
2014. 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.

SUMMER EXEMPT ePAF: Human Resources has created a new Summer ePAF to assist you in processing
your Summer School appointments. The TTU Add Secondary Job and Future End Job – Summer Exempt
ePAF (TSJFJE) has been created for the sole purpose of beginning and ending summer appointments
with 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 TA/GPTI member to a
summer job.

NOTE: All 9-month GPTI/TA’s primary jobs must remain unchanged. Nine-month GPTI/TA positions
(primary and secondary) will be automatically placed on leave without pay with benefits for the summer
months.
A. Summer Appointments for GPTI/TAs on program 100 – Instructional FOP:

A Spring GPTI/TA can earn up to one-ninth of his or her academic year based salary during each month of the summer (June, July and August). A Spring GPTI/TA that will be teaching in the summer will need to be assigned a secondary job for that summer session.

- Position number and Suffix:
  - A Spring GPTI/TA that will be teaching in the summer will need to be assigned a secondary job for that summer session. The summer appointment should use the primary position number assigned to that GPTI/TA, with a suffix of ‘10’.
  - It will be assigned an FTE based on the work load for the summer session.
  - The TA/GPTI 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 Instructional positions are to be assigned simultaneously, a ‘20’ suffix can be used for the additional summer appointment to the same position/title.

- 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)

- Labor Distribution and Funding:
  - GPTI/TA positions can only be used for Instructional purposes only. FOAP program funding will be 100 (Employees doing non instructional related work must be given a second job title – see below)
  - ePAFs for appointment funded specifically from the summer school budget (In budget pool ‘6Z2’) do not need to be routed through the Provost office.

B. Summer Appointments for GPTI/TAs on program 200 – Research FOP:

A GPTI/TA doing research during the summer months should be assigned as a Research Assistant-Grad Student for that time period.

- Position number and Suffix:
  - A Spring GPTI/TA that will be working on research in the summer will need to be assigned a secondary job for that summer session. The summer appointment should use the pooled Research Assistant position number assigned to your department with a suffix of ‘10’.
  - An FTE based on the work load for the summer session will need to be assigned.
  - If multiple summer Research positions are to be assigned simultaneously, a ‘20’ suffix can be used for the additional summer appointment to the same position/title.

- Annual Salary:
  - Annual Salary will need to be figured on a factor of 12.
  - Factors will be 12
  - Pays will be 12

- Default Earnings
  - Use an RGS earn code
  - RGS requires Hours per Pay Period (not units)

- Labor Distribution and Funding:
  - Research Assistant positions can only be used for Research purposes only. FOAP program funding will be 200
C. Summer Appointments for GPTI/TAs on both program 100 and 200:
If the graduate student will have both Teaching and Research positions, the FTE will need to be split between the two positions according to the work load. The student will have two jobs.

D. Work Study Appointments for either GPTI/TA appointments:
If a graduate student is approved for work study funding during either summer school session, the ePAF will be prepared using the W position number provided to you by the work study office.

Things to keep in mind:
1. The summer appointment should use the primary position number assigned to that GPTI/TA member, with a suffix of ‘10’. If multiple summer positions are to be assigned simultaneously, a ‘20’ suffix can be used for the additional summer appointments to the same position/title.
2. GPTI/TA positions can only be used for instructional work.
3. Research Assistant positions can only be used for Research work.
4. An FTE will need to be assigned to ALL summer positions. If multiple positions will be assigned, the FTE will need to be split according to the work load.
5. 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.
6. If FTE changes will occur for a title from one summer session to another, an FTE change ePAF can be used to assign the new FTE, pay rate and job labor distribution.
7. 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.
8. Any GPTI or TA appointment must be routed through the Graduate School for approval.

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 T#-Suffix as last summer. If so, select last summer’s T#-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:** Use Decision Guide for Query Date
- **Hint:** Save often
- **Hint:** Follow the example for dates input.
- **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

- **ID**
- **Query Date**
- **Approval Category**

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

**HINT:** If the person was previously appointed to this T#, click ALL JOBS to get appts and select the previous appt by clicking the round radial in the Select column.

**HINT:** Be sure to click the NEXT APPROVAL TYPE button until only the GO button remains.

- **Enter Position Number**
- **Suffix** Use 10 for the first job assignment; use 20, 30, etc for simultaneous job assignments to the same position/title.
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>_______________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hint: Use the Query Date as the Job Begin Date.</td>
<td></td>
</tr>
<tr>
<td>Job Type</td>
<td>Secondary</td>
</tr>
<tr>
<td>Jobs Effective Date (MM/DD/YYYY)</td>
<td>_______________</td>
</tr>
<tr>
<td>Hint: Use the Query Date as the Jobs Effective Date.</td>
<td></td>
</tr>
<tr>
<td>Personnel Date (MM/DD/YYYY)</td>
<td>_______________</td>
</tr>
<tr>
<td>Hint: Follow THE DATE Guidelines above.</td>
<td></td>
</tr>
<tr>
<td>Step</td>
<td>0</td>
</tr>
<tr>
<td>Annual Salary</td>
<td>_______________</td>
</tr>
<tr>
<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>
<td></td>
</tr>
<tr>
<td>Job Status</td>
<td>Active</td>
</tr>
<tr>
<td>Position Title</td>
<td>_______________</td>
</tr>
<tr>
<td>Entry not allowed. Defaults AFTER ePAF applies.</td>
<td></td>
</tr>
<tr>
<td>FTE</td>
<td>_______________</td>
</tr>
<tr>
<td>Use 3-digit decimals (i.e. .50, .375) 1.0 is fulltime</td>
<td></td>
</tr>
<tr>
<td>Job Change Reason Code</td>
<td>NEWJO</td>
</tr>
<tr>
<td>Add Secondary Job</td>
<td></td>
</tr>
<tr>
<td>Timesheet COA</td>
<td>_______________</td>
</tr>
<tr>
<td>Chart of Account, T or S</td>
<td></td>
</tr>
<tr>
<td>Timesheet Orgn</td>
<td>_______________</td>
</tr>
<tr>
<td>Home Organization code such as C11000</td>
<td></td>
</tr>
<tr>
<td>Supervisor ID</td>
<td>_______________</td>
</tr>
<tr>
<td>R# ID of the job supervisor, who must have an active job.</td>
<td></td>
</tr>
</tbody>
</table>

### COMPENSATION Exempt - Factor & Pays

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

### CREATE OR CHANGE DEFAULT EARNINGS

#### New Value

<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>_______________</td>
<td>Pick From List</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use Query Date</td>
<td>RGS</td>
<td>(Hours)</td>
<td>Lv Blank</td>
<td><strong>Lv Blank</strong></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.**
CREATE OR CHANGE LABOR DISTRIBUTION, FOAPAL

Effective Date (MM/DD/YYYY)  Hint: Date defaults to the Query Date

<table>
<thead>
<tr>
<th>COA</th>
<th>Fund</th>
<th>Org</th>
<th>Acct</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>T or S</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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.

END JOB

Jobs Effective Date (MM/DD/YYYY)  Hint: Follow THE DATE Guidelines above.
Personnel Date (MM/DD/YYYY)  Hint: Follow THE DATE Guidelines above.
Job Status  T  Default. Not overrideable.
Job End Date  

ROUTING QUEUE

20 - Department  Approve  HINT: The Approval Matrix on the HR Job Aids web page offers guidance about adding optional approval levels.
75 - Compensation  Approve  HINT: Find the “Default Routing” link in your Originator Summary and save your normal approvers.
80 - Budget  Approve  
95 - HR TTU Approval  Approve  
99 - HR TTU Apply - Upload  Apply  

HINT: 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.