# **Summer Instructions**

All 9-month faculty and grad students working during the summer are assigned a secondary job for the summer session workload. Below are instructions for handling the academic year appointment and establishing the summer secondary appointments.

## Summer Leave Without Pay for 9-month Appointments

Toward the end of May, an automated script will insert a 6/1 effective date to place all active 9-month appointments on Leave Without Pay (LWOP). No action is required on your part. If a Spring 9-month appointment is active, it will be placed on Leave Without Pay (LWOP). If a 5/31 end date is in place on the appointment, the script will not affect the appointment.

Please avoid ending benefits eligible appointments on 5/31. These should be allowed to go on LWOP for the summer as the employee was double deducted for summer premiums already. End the appointment for 8/31 if it will not continue into the next fiscal year.



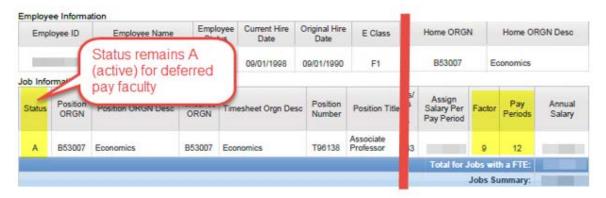
<sup>\*</sup>Cognos Report will not reflect LWOP or 'B' status until after the script runs at the end of May.

**HR Tip:** End 9-month appointments for 8/31 without disrupting budget encumbrances by changing the Encumbrance End Date to 5/31.

#### End Job and Encumbrance 9-Month, T99542-00 Teaching Assistant,

Item	Current Value N	/alue New Value		
Jobs Effective Date: MM/DD/YYYY∗	01/16/2021	08/31/2021		
Personnel Date: MM/DD/YYYY*	01/16/2021	08/31/2021		
Job Status: *(Not Enterable)	Active	Т		
Job Change Reason: *(Not Enterable)	ENJOB			
Job End Date: MM/DD/YYYY∗		08/31/2021		
Encumbrance End Dt: MM/DD/YYYY*	05/31/2021	05/31/2021		

Deferred Pay Faculty: Employees in a 9-month faculty position may elect to have a portion of their monthly pay deferred to pay out during the summer months. These employees will not go on LWOP. Departments will still submit summer ePAFs if the employee works during the summer semesters. If the appointment is ending, use an 8/31 end date or termination date. DO NOT END deferred pay appointments on 5/31 or mid-summer as it will disrupt the deferred pay the employee has selected and may cause benefits to be interrupted or terminated.



Secondary and overload 0 FTE appointments (which use a default earnings code other than RGS) must end 5/31 if they are not meant to continue through the summer. The department will be responsible for ending these appointments so the employee is not be overpaid. *LWOP status will not stop payment* on those appointments. If it is meant continue through the summer, it must be ended for 8/31. All 0 FTE appointments must be reappointed for 9/1. These appointments may not carry over from one fiscal year to the next; instead, must be reappointed on an ePAF transaction.

## Return From Summer Leave Without Pay

At the end of August, a second automated script will insert a 9/1 effective date record on 9-month appointments to return them to an active status. If an 8/31 end date is in place, the appointment will not be affected.

#### **Summer Appointments**

Summer appointments can be entered using the summer ePAF, TSJFJE. Use the employees position number (T#) from the primary appointment and a 10 suffix (or 20, 30 as needed). Summer salaries are not to exceed the employee's institutional base pay; the employee's summer monthly pay cannot be greater than the monthly rate of their primary appointment. If the summer appointment will exceed the institutional base pay, the Provost Office must approve the appointment (add level 51 Provost TTU to the ePAF). The FTE is determined by the workload of the summer session. This may vary depending on the classes, but two courses in a single session is typically considered a full teaching load.

Regardless of the class dates for the summer session, the payroll dates below are used to appoint the workload for teaching summer courses. Each summer session is paid over 1.5 months. If the workload is consistent over both sessions, you may appoint for the full summer, 6/1-8/31.

Summer I: 6/1-7/15

Summer II: 7/16-8/31

Research appointment dates do not have to follow the summer session dates and may vary.

#### **Graduate Students**

Graduate students must be enrolled in summer classes to be appointed as a GA, TA, GPTI or RA during the summer. Students who intend to work but not enroll may be appointed as Student Assistant (SA) for summer.

Summer appointments for graduate students appointed in 9-month positions (TA/GPTI) for spring, will be processed the same as 9-month faculty members. Allow the spring appointment to go on LWOP for summer. If the student will be in a different title in the fall semester, then submit an 8/31 end date on the spring appointment. Submit a summer ePAF to appoint for summer workload.

Graduate students appointed in 12-month positions (RA) for spring may continue through summer without changes. However, if a RA will be assigned to a different title for summer, the department can submit the <a href="Leave Without Pay Form">Leave Without Pay Form</a> to HR (<a href="https://hrs.compensation.operations@ttu.edu">hrs.compensation.operations@ttu.edu</a>). Select 'Between Term Leave with Benefits as the Leave type to ensure benefits are not affected. Once processed, a summer ePAF can be submitted on the other title. A <a href="Return From Leave">Return From Leave</a> Form will be necessary to return the student to an active status as a RA. Alternatively, the department can submit an 8/31 end date for the RA then reappoint for the Fall semester.

May Graduation: Students may stay in their current position through the end of the month in which they graduate (unless prohibited by visa restrictions). Submit a termination ePAF for graduating students with an effective date no later than 5/31. Exceptions can be made if the student is entering a new graduate program in the summer/fall semester.

## Summer Secondary ePAF highlights

#### TTU Add Sec AND Future End Job-Summer Exempt, TSJFJE

Position Number:

- Faculty use the primary position number
- Grad Student use departmental pooled position (TA, GPTI or RA)

Suffix: 10; if subsequent appointments are needed, use 20, 30, etc.

Annual Salary:

- Faculty/TA/GPTI monthly rate X 9 (not to exceed Institutional Base Salary)
- RA monthly rate X 12 (not to exceed Institutional Base Salary)

FTE: based on summer workload

Hours Per Day: 8 X FTE

Hours Per Pay: 173.33 X FTE

Factors/Pay:

- Faculty/TA/GPTI 9/9
- RA − 12/12

Default Earnings: RGS with the same Hours Per Pay used above

Labor Distribution:

- Instructional appointments (including TA/GPTI) use funding with program code 100
- Research appointments (including RA) use research funding with program code 200

## Example

### Electronic Personnel Action Form

■ Enter the information for the EPAF and either Save or Submit.						
Name and ID:						
Transaction:	Query Date: Jun 01, 2021					
Transaction Status:						
Approval Category: TTU Add Sec Job AND Future EndJob-SUMMER Exempt(new), TSJFJE						
Save						

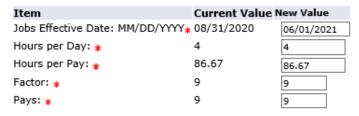
Jump to Bottom

\* - indicates a required field.

Add Secondary Job Exempt, T99372-10 Instructor, Last Paid Date: Aug 31, 2020

Item	Current Value	New Value
Item	Current value	new value
Job Begin Date: MM/DD/YYYY*	06/01/2014	06/01/2021
Job Type: 🛊 (Not Enterable)	Secondary	s
Jobs Effective Date: MM/DD/YYYY*	08/31/2020	06/01/2021
Personnel Date: MM/DD/YYYY*	08/31/2020	06/01/2021
Step: *(Not Enterable)	0	0
Annual Salary: 🛊	9000	9500
Job Status: *(Not Enterable)	Terminated	A
Position Title: (Not Enterable)	Instructor	
FTE: *	.5	0.5
Job Change Reason: *	ENJOB	NEWJO, Add Secondary Job
Timesheet COA: *	Т (	<b>Q</b> т
Timesheet Orgn: *		٩
Supervisor ID: *		

Compensation Exempt - Factor & Pays, T99372-10 Instructor, Last Paid Date: Aug 31, 2020



Create or Change Default Earnings, T99372-10 Instructor, Last Paid Date: Aug 31, 2020

CurrentEffective Date EarningsHours or Units Per Pay Deemed Hours Special Rate Shift End Date06/01/2020RGS, Regular Salaried86.671

New Value Effective Date MM/DD/YYYY Earnings Hours or Units Per Pay Deemed Hours Special Rate Shift End Date MM/DD/YYYY Remove RGS, Regular Salaried ~ 06/01/2021 86.67 1 Not Selected ~ Not Selected V 1 Not Selected 1 Not Selected ~

✓ Defaulting values for Default Earnings from the Job records.

Save and Add New Rows

Create or Change Labor Distribution FOAPAL, T99372-10 Instructor, Last Paid Date: Aug 31, 2020

Current Effective Date: 06/01/2020

COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date

11A004 B53008 6A1801 100 100.0

New
Effective Date: MM/DD/VVVV 06/01/2021

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
Q T	٩	Q 11A004	Q	GA1801	Q 100	٩	Q.			100.00	
Q	Q	Q	Q	Q	Q	Q	Q				
Q.	٩	Q	Q	Q	Q	٩	٩				
Q	٩	Q	Q	Q	Q	٩	Q				
Q.	٩	Q	Q	Q	Q	٩	٩				
									Total:	100.00	

✓ Defaulting values for Labor Distribution from the Job records.

Default from Index Save and Add New Rows

End Job, T99372-10 Instructor, Last Paid Date: Aug 31, 2020

 Item
 Current Value New Value

 Jobs Effective Date: MM/DD/YYY\* 08/31/2020
 08/31/2021

 Personnel Date: MM/DD/YYY\* 08/31/2020
 08/31/2021

 Job Status: \*(Not Enterable)
 Terminated
 T

 Job Change Reason: \*
 ENJOB
 ENJOB, End Job
 ✓

 Job End Date: MM/DD/YYY\*
 08/31/2020
 08/31/2021