

Summer Instructions 2016

Spring GPTI/TA working during the Summer

Contents

General Information.....	1
A. Summer Appointments for GPTI/TAs on program 100 – Instructional FOP.....	2
B. Summer Appointments for GPTI/TAs on program 200 – Research FOP	2
C. Summer Appointments for GPTI/TAs on both program 100 and 200.....	3
D. Work Study Appointments for either GPTI/TA appointments	3
Things to keep in mind	3

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 2016. 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 appointments funded specifically from the summer school budget (In budget pool '622') 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 9/1/2016 (have not been ended in this fiscal year) will be required to be budgeted for during Budget Prep for FY2017.
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 hrc.compensation.operations@ttu.edu.

Attachments:

TTU Add Secondary Job and Future End Job – Summer Exempt ePAF (TSJFJE) Template

TSJFJE, TTU Add Sec Job AND Future EndJob-SUMMER Exempt

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.

For details and comparison with other ePAFs, please review the [Guide for Choosing an ePAF](#) document on the HR Job Aids webpage .

The DATE Reminders - Summer Term: Add Secondary Job & End

The Start Job:

The Personnel Date is the first day of the new job, regardless of whether it occurred in the past or is an upcoming date.

The Query Date is pre-populated with today's date and should be over-typed with a date that is after both the previous Job End Date and the Last Paid Date. The ePAF will apply even after the Due Date. If the employee missed a paycheck, a Manual Check Request must be submitted for each pay period missed.

The End Job:

The final day of the job should be entered in all 3 date fields.

ePAF Template

Hint: Do not use the browser BACK button

Hint: Use Decision Guide for Query Date

Hint: Use the Job Aid "ePAF Attachment Instructions"

Hint: Save often

Hint: Follow the example for dates input.

Hint: No dashes or spaces in most input boxes

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

ID _____ Enter R# **OR**  Search for R#. **Do NOT** generate a new R#

Query Date _____ Hint: Enter THE DATE (if it is not today's date)

Approval Category _____ TTU Add Sec Job AND Future End-SUMMER Exempt TSJFJE

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 apt 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 _____

10

Hint: Enter Position # for the new job, and TAB to the 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

Job Begin Date (MM/DD/YYYY)	_____	Hint: Use the Query Date as the Job Begin Date. Exception: If this is a reappointment and the employee was previously appointed to this T# position, use the original Job Begin Date displayed in the Current Value Column of the ePAF.
Job Type	Secondary	Default. Not overrideable.
Jobs Effective Date (MM/DD/YYYY)	_____	Hint: Use the Query Date as the Jobs Effective Date.
Personnel Date (MM/DD/YYYY)	_____	Hint: Follow THE DATE Reminders above.
Step	0	Default. Not overrideable.
Annual Salary	_____	Use the ePAF Calculator job aid. For this summer ePAF Use 9 mon salary of 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.
Job Status	Active	Default. Not overrideable.
Position Title	_____	Entry not allowed. Defaults AFTER ePAF applies.
FTE	_____	Use 3-digit decimals (i.e. .50, .375) 1.0 is Fulltime.
Job Change Reason Code	NEWJO	Add Secondary Job
Timesheet COA	_____	Chart of Account, T or S
Timesheet Orgn	_____	Home Organization code such as C11000
Supervisor ID	_____	R# ID of the job supervisor, who must have an active job.

COMPENSATION Exempt - Factor & Pays

Effective Date MM/DD/YYYY	_____	Hint: Use the Query Date
Hours per Day	_____	Use the ePAF Calculator job aid
Hours per Pay	_____	Use the ePAF Calculator job aid
Factor	_____	Use 9 if the title is 9 Mo Faculty/TA/GPTI; or
	_____	Use 12 if the title is 12 Mo research.
Pays	_____	Copy from Factor above.

CREATE OR CHANGE DEFAULT EARNINGS

New Value

Effective Date (MM/DD/YYYY)	Earnings	Hrs or Units per Pay	Deemed Hours	Special Rate	Shift	End Date
	Pick From List					
Use Query Date	RGS	(Hours)	Lv Blank	Lv Blank	1	Lv Blank
					1	

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

COA	Fund	Org	Acct	Program	Activity	Location	Percent
T or S							

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 Reminders above.
 Personnel Date (MM/DD/YYYY) _____ **Hint:** Follow THE DATE Reminders above.
 Job Status _____ T Default. Not overrideable.
 Job Change Reason Code _____ ENJOB
 Job End Date _____ **Hint:** Follow THE DATE Reminders above.

ROUTING QUEUE

7 - Academic Support TTU	FYI	
20 - Department	Approve	Hint: Click the magnifying glass  and choose a name for each level.
75 - Compensation	Approve	
80 - Budget	Approve	Hint: Find the "Default Routing" link in your Originator Summary and save your normal approvers.
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.

