

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.

Employee Information										
Employee ID	Employee	Current Hire Date	Original Hire Date	E Class	Home ORGN	Home ORGN Desc				
		01/16/1992	01/16/1992	F1	B53007	Economics				
Job Information										
Status	Position ORGN	Position ORGN Desc	Timesheet ORGN	Timesheet ORGN Desc	Position Number	Position Title	Assign Salary Per Pay Period	Factor	Pay Periods	Annual Salary
B	B53007	Economics	B53007	Economics	T97361	Associate Professor		0	0	
Total for Jobs with a FTE:										
Jobs Summary:										

Status B indicates LWOP with Benefits

*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	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	T
Job Change Reason: *(Not Enterable) NEWHI		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.

Employee Information											
Employee ID	Employee Name	Employee Status	Current Hire Date	Original Hire Date	E Class	Home ORGN	Home ORGN Desc				
		A	09/01/1998	09/01/1990	F1	B53007	Economics				
Job Information											
Status	Position ORGN	Position ORGN Desc	ORGAN	Timesheet Orgn Desc	Position Number	Position Title	FTE	Assign Salary Per Pay Period	Factor	Pay Periods	Annual Salary
A	B53007	Economics	B53007	Economics	T96138	Associate Professor	0.33		9	12	
Total for Jobs with a FTE:											
Jobs Summary:											

Status remains A (active) for deferred pay faculty

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 [Leave Without Pay Form](#) to HR (hrs.compensation.operations@ttu.edu). 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 [Return From Leave](#) 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: [Redacted]

Transaction:

Query Date: Jun 01, 2021

Transaction Status:

Approval Category: TTU Add Sec Job AND Future EndJob-SUMMER Exempt(new), TSJFJE

Save

Ap

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* - indicates a required field.

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

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY*	06/01/2014	<input type="text" value="06/01/2021"/>
Job Type: *(Not Enterable)	Secondary	<input type="text" value="S"/>
Jobs Effective Date: MM/DD/YYYY*	08/31/2020	<input type="text" value="06/01/2021"/>
Personnel Date: MM/DD/YYYY*	08/31/2020	<input type="text" value="06/01/2021"/>
Step: *(Not Enterable)	0	<input type="text" value="0"/>
Annual Salary: *	9000	<input type="text" value="9500"/>
Job Status: *(Not Enterable)	Terminated	<input type="text" value="A"/>
Position Title: (Not Enterable)	Instructor	<input type="text"/>
FTE: *	.5	<input type="text" value="0.5"/>
Job Change Reason: *	ENJOB	<input type="text" value="NEWJO, Add Secondary Job"/>
Timesheet COA: *	T	<input type="text" value="T"/>
Timesheet Orgn: *	[Redacted]	<input type="text"/>
Supervisor ID: *	[Redacted]	<input type="text"/>

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

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	08/31/2020	<input type="text" value="06/01/2021"/>
Hours per Day: *	4	<input type="text" value="4"/>
Hours per Pay: *	86.67	<input type="text" value="86.67"/>
Factor: *	9	<input type="text" value="9"/>
Pays: *	9	<input type="text" value="9"/>

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

Current			
Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours Special Rate Shift End Date
06/01/2020	RGS, Regular Salaried	86.67	1

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

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
T	11A004	B53008	6A1801	100					100.00		

New													
Effective Date: MM/DD/YYYY 06/01/2021													
COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
T		11A004		6A1801	100					100.00			
										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/YYYY*	08/31/2020	08/31/2021
Personnel Date: MM/DD/YYYY*	08/31/2020	08/31/2021
Job Status: *(Not Enterable)	Terminated	T
Job Change Reason: *	ENJOB	ENJOB, End Job
Job End Date: MM/DD/YYYY*	08/31/2020	08/31/2021