PAYROLL SERVICES

Summary Appointments

Summer Appointments

This newsletter will focus on the summer appointments for Faculty, RA's, TA's, GA's, GPTI's, for Texas Tech University. It is very important that these employees are correctly appointed and processed to avoid overpayments and/or underpayments.

Departments should run HR121 - Current and Futures Report or HR145 – TTU Summer Appointment Report to verify the appointments. Each department should also run the HR005 — Departmental Payroll Registers for each on-cycle semi-monthly and monthly payroll. When departments proactively verify these reports on a consistent basis, the potential issues for salaries departmental FOP's are avoided. Questions relating to summer ePAFs should be directed to Texas Tech Human Resources for additional instructions.

Contact Information

webmaster.payroll@ttu.edu

Doak Hall: 806-742-3211

HSC Office: 806-743-2998

Summer Instructions 2015
Spring 9-month or Deferred Pay Faculty

Contents

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 2015.   (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. *Effective Summer 2015- all 9 month overload appointments should be ended 05/31/2015 to ensure no overpayment during the summer. Departments will need to reappoint 09/01/2015 if the overload is to be continued.*

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 (FO**A**P).
    - a. <u>Instruction</u> is funded from a FOAP ending in <u>Program 100</u>, with account codes
      - <u>6A1802</u> – For Tenure Track Faculty
      - <u>6A1801</u> - For Non-Tenure Track Faculty
    - b. <u>Research</u> is funded from a FOAP ending in <u>Program 200</u>, with account codes
      - <u>6A1803</u> – For Tenure Track Faculty
      - <u>6A1804 </u>– 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 9/1/2015 (have not been ended in this fiscal year) will be required to be budgeted during Budget Prep for FY2016.

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

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.

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 BACK button	Hint: Save often
	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	
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#, clic 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	Hint: Enter Position # for the new job, and TAB to the Suffix.
Suffix 10	Use 10 for the first job assignment; use 20, 30, etc for simultaneous job assignments to the same position/title.

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

Field	Value	Note
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 Guidelines above.
Step	0	Default. Not overrideable.
Annual Salary		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.
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

Field	Value	Note
Effective Date MM/DD/YYYY		Hint: Use the Query Date
Hours per Day		Use the Calculate Hours per Day and Hours per Pay tool.
Hours per Pay		Use the Calculate Hours per Day and Hours per Pay tool.
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 Guidelines above.
Personnel Date (MM/DD/YYYY)		Hint: Follow THE DATE Guidelines above.
Job Status	T	Default. Not overrideable.
Job Change Reason Code	ENJOB	
Job End Date		Hint: Follow THE DATE Guidelines above.

ROUTING QUEUE

7 - Academic Support TTU	FYI
20 - Department	Approve
75 - Compensation	Approve
80 - Budget	Approve
95 - HR TTU Approval	Approve
99 - HR TTU Apply - Upload	Apply

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

HINT: Find the "Default Routing" link in your Originator Summary and save your normal approvers.

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.

Summer Instructions 2015
Spring GPTI/TA working during the Summer

Contents

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 2015. 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 '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 9/1/2015 (have not been ended in this fiscal year) will be required to be budgeted for during Budget Prep for FY2016.
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

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.

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 BACK button	Hint: Save often
	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	
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#, clic 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	Hint: Enter Position # for the new job, and TAB to the Suffix.
Suffix 10	Use 10 for the first job assignment; use 20, 30, etc for simultaneous job assignments to the same position/title.

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 Guidelines above.
Step	0	Default. Not overrideable.
Annual Salary	_____	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.
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 Calculate Hours per Day and Hours per Pay tool.
Hours per Pay	_____	Use the Calculate Hours per Day and Hours per Pay tool.
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 Guidelines above.

Personnel Date (MM/DD/YYYY) _____   Hint: Follow THE DATE Guidelines above.

Job Status   T   Default. Not overrideable.

Job Change Reason Code   ENJOB

Job End Date _____   Hint: Follow THE DATE Guidelines above.

ROUTING QUEUE

7 - Academic Support TTU	FYI	
20 - Department	Approve	**HINT: The Approval Matrix on the HR Job Aids web page**
75 - Compensation	Approve	**offers guidance about adding optional approval levels.**
80 - Budget	Approve	**HINT: Find the "Default Routing" link in your Originator**
95 - HR TTU Approval	Approve	**Summary and save your normal approvers.**
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.

Summer Instructions 2015
Spring Research Assistants and Graduate Assistants
GPTI/TA/RA/GA's Working but NOT enrolled in School

Contents

General Information:

The purpose of this document is to provide instructions and information for

    A. Spring RAs or GAs who will work summer jobs on campus
    B. Spring RA/GA's who are not working on campus.
    C. Spring GPTI/TA/RA/GA's who are not enrolled in summer graduate school, but will work summer jobs on campus.

Following the instructions set-fourth in this document will ensure graduate student benefits are not affected during the summer months.

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 **Spring RA/GA primary jobs** must remain unchanged for benefits eligibility. RA/GA primary jobs continuing into the summer *do not* need to be placed on leave without pay with benefits for the summer months. However, as described in this document, you may need to place Spring RA/GA primary jobs on leave if the employee will work under a different title during the summer or will not work on campus.

A. Research Assistants and Graduate Assistants working in the summer:

Research Assistants and Graduate Assistants are appointed as full fiscal year (12-month) employees, thus their jobs will remain active during the summer months. Provided the student is enrolled in graduate school for the required number of credit hours to hold a graduate title, they will continue to work with no special summer appointment needed.

    ➢ To appoint a **Spring RA** as a GPTI/TA for the summer months, place the RA position on Leave without pay with benefits using the Leave Without Pay form, effective June 1. Follow the Summer Instructions for GPTI/TA using the pooled GPTI/TA position assigned to your department. Return the **Spring RA** to active status on Sept 1 with the Return from Leave Without Pay form. (see URLs below)

    ➢ To appoint a **Spring GA** as a GPTI/TA or RA, please contact HR Compensation and Operations for special handling instructions.

B. Research Assistants and Graduate Assistants NOT working the Summer:

Spring RAs not working during the summer, but are scheduled to return in the Fall, should be placed on Leave without pay with benefits using the <u>Leave Without Pay</u> form, effective June 1. Please use "Between Term Leave" as the type of leave. The <u>Return from Leave Without Pay</u> form will be used to return the **Spring RA** to an active status effective Sept 1. (see URLs below).

Spring GAs that are not working during the summer, but are scheduled to return in the Fall, should remain active so long as they do not report any hours worked on their Web time entry.

RAs and GAs that are not working this summer, and will not be returning in the Fall, should be terminated effective May 31. **Note: ePAFs need to be completed and applied prior to the first non-exempt payroll in June.**

C. Summer Jobs for Spring GPTI/TA/RA/GAs not enrolled but working at TTU:

GPTIs, TAs, RAs and GA's not enrolled for the required number of Graduate school course hours during the summer months are not eligible to work on campus under a graduate title. Should they want to work on campus during the summer, they must be employed as a Student Assistant. This Student Assistant title will need to be reflected as a secondary job to ensure the graduate student benefits are not affected.

- The Spring GPTI/TA 9 month jobs are automatically placed on leave without pay with benefits. If not enrolled for graduate classes, GPTIs and TAs need to be appointed a secondary job using the department's pooled Student Assistant position number with a suffix of '10'.
- Spring Research Assistants not enrolled in Graduate school during the summer should be placed on Leave without pay with benefits using the <u>Leave Without Pay</u> form, effective June 1. Please use "Between Term Leave" as the type of leave. If not enrolled for graduate classes, RAs need to be appointed a secondary job using the department's pooled Student Assistant position number with a suffix of '10'. The <u>Return from Leave Without Pay</u> form will be used to return the Spring RA to an active status effective Sept 1. (See URLs below).
- Graduate Assistant appointments should be placed on Leave without pay with benefits using the <u>Leave Without Pay</u> form, effective June 1. Please use "Between Term Leave" as the type of leave. If not enrolled for graduate classes, GAs need to be appointed a secondary job using the department's pooled Student Assistant position number with a suffix of '10'. The <u>Return from Leave Without Pay</u> form will be used to return the Graduate Assistant position back to an active status effective Sept 1. (See URLs below).

To assign the graduate student to a Student Assistant job for the summer, use the multi-action ePAF, ***TTU Add Sec Job And Future EndJob – Summer NonExempt (TSJFJN)*** ePAF. We have attached a special template for your convenience in preparing this summer appointment. **It is required that this ePAF be used to appoint a graduate student not enrolled in Graduate School to a student assistant summer job.**

Things to keep in mind:

1. The summer appointment should use pooled Student Assistant position number assigned to your department, with a suffix of 10.
2. 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.
3. An HLN earnings code with units as 1 will be used in the "Create or change default earnings" section of the ePAF.

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

Attachments:

> ***TTU Add Sec Job And Future EndJob – Summer NonExempt (TSJFJN)*** Template

> Leave Without Pay online fillable form:
>> Follow the clicks: ***RaiderLink, A&F Work Tools, HR channel > HR Forms > Forms > Leave> "Leave Without Pay"***
> Return from Leave Without Pay online fillable form:
>> Follow the clicks: ***RaiderLink, A&F Work Tools, HR channel > HR Forms > Forms > Leave> "Return from Leave Without Pay"***

>> Or, http://www.depts.ttu.edu/hr/documents/leavewopay.pdf
>>> ***Forms > "Leave Without Pay Form"***
>> http://www.depts.ttu.edu/hr/documents/returnleavewopay.pdf
>>> ***Forms > "Return from Leave Without Pay Form"***

TSJFJN, TTU Add Sec Job AND End Job Summer NonExempt

Purpose of this ePAF Approval Category:
FOR SUMMER APPOINTMENTS ONLY: Begin and End a Summer Nonexempt secondary job (GA/SA).

For more information, please review the Summer Instructions for GAs.

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 BACK button	Hint: Save often
	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	
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 End-Summer NonExempt TSJFJN

		HINT: If the person was previously appointed to this T#, clic 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		Hint: Use your department's pooled position for GA or SA.
Suffix	10	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.

NEW JOB NON-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 from the Current Value Column of the ePAF.
Job Type	S	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 Guidelines above.
Step	0	Default. Not overrideable.
Hourly Rate		Pay Rate per Hour
Job Status	A	Default. Not overrideable.
Position Title		Entry not allowed. Defaults from Position # AFTER ePAF applies
FTE		Use 3-digit decimals (i.e. .50, .375) 1.0 is fulltime
Job Change Reason Code	Pick From List	REAPT-Reappointment
Timesheet COA		Chart of Account, T or S
Timesheet Orgn		Home Organization code such as C11000
Time Entry Method	Pick From List	Employee Time Entry via the Web
Supervisor ID		R# ID of the job supervisor, who must have an active job.

COMPENSATION Nonexempt - Factor & Pays

Effective Date MM/DD/YYYY		Hint: Use the Query Date
Hours per Day		Use the Calculate Hours per Day and Hours per Pay tool.
Hours per Pay		Use the Calculate Hours per Day and Hours per Pay tool.
Factor (Not Overrideable)	24	Default. Not overrideable.
Pays (Not Overrideable)	24	Default. Not overrideable.

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
Use Query Date	HLN	1	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 (Not Eligible) or HLD (Eligible) is for Longevity (or Hazardous Duty): Choose either HLN or HLD. Only Full
Time Staff are eligible = HLD; all others are HLN. Insert 1 (Unit) in the Hrs or Units column.
RGH for Nonexempt Hourly is not required

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

ROUTING QUEUE

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

COMMENT BOX (Summer Appointments)

Previous "timesheet org" comment is not required.

Memorial Day is for honoring those who made the ultimate sacrifice for our freedoms. To those who serve past, present, and future....Thank You.

Holiday Schedule 2015

May 25th is the next scheduled holiday. For benefits eligible employees, please report the correct **HOL** hours on your Web Time Entry Timesheet. Refer to TTU OP 70.42, Holidays or TTUHSC OP 70.06, Employee Working Hours and Holidays, for more information regarding state agency holidays.

Payroll Calendar For May & June

Payroll ID and Number	Payroll Dates	Pay Period Total Hours	PAYDAY
SM 10	May 1st-15th	88 Hours	May 22, 2015
SM 11	May 16th-31st	80 Hours	June 10, 2015
MN 6	May 1st-31st		June 1, 2015
SM 12	June 1st-15th	88 Hours	June 25, 2015
SM 13	June 16th-30th	88 Hours	July 10, 2015
MN 7	June 1st-30th		July 1, 2015

All cutoff dates and deadlines can be found on the Department End User Calendars.