SUMMER FACULTY PROCESSING
Agenda

- Faculty Overview
- Summer Contract Dates
- FTE & Allocation
- Processing Timelines
- Questions
Faculty Overview

- In PeopleSoft, Faculty have a job record and a contract
- Both are required to generate pay
- Information must be correct in order to ensure proper pay
Faculty Overview

- The Job Record contains title, hours, and compensation rate
- The Contract determines the dates of payment
Job Record

[Image of a job record system interface]

- **Dontre Williams**
  - Employee
  - Empl ID: 6001134883
  - Empl Record: 0

**Compensation**
- **Effective Date:** 03/01/2015
- **Effective Sequence:** 0
- **HR Status:** Active
- **Payroll Status:** Active
- **Action:** Hire
- **Reason:** Hire
- **Job Indicator:** Primary Job
- **Compensation Rate:** 75,000.000000
  - Academic Rate: 0.000000

**Comparative Information**

**Pay Rates**
- Default Pay Components
- (No Proration Selected)
- Contract Change Prorate Option

**Pay Components**
- **Rate Code:** CNTRCT
- **Seq:** 0
- **Comp Rate:** 75,000.000000
- **Currency:** USD
- **Frequency:** C

**Job Data**
- Employment Data
- Earnings Distribution
- Benefits Program Participation
## Summer Contract Dates

<table>
<thead>
<tr>
<th>Term</th>
<th>Classes Begin</th>
<th>Grades Due</th>
<th>Pay Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>F (First 5 week)</td>
<td>5/26</td>
<td>7/6</td>
<td>6/1-7/15</td>
</tr>
<tr>
<td>F4A (4 week term)</td>
<td>5/26</td>
<td>6/25</td>
<td>6/1-7/15</td>
</tr>
<tr>
<td>F4B (4 week term)</td>
<td>6/1</td>
<td>6/30</td>
<td>6/1-7/15</td>
</tr>
<tr>
<td>J (First 4 week)</td>
<td>6/8</td>
<td>7/7</td>
<td>6/1-7/15</td>
</tr>
<tr>
<td>L (Second 4 week)</td>
<td>7/6</td>
<td>8/4</td>
<td>7/16-8/31</td>
</tr>
<tr>
<td>S (Second 5 week)</td>
<td>7/2</td>
<td>8/12</td>
<td>7/16-8/31</td>
</tr>
<tr>
<td>T (Ten week)</td>
<td>5/26</td>
<td>8/12</td>
<td>6/1-8/31</td>
</tr>
</tbody>
</table>
New Faculty

- Defined as:
  - Brand new to UTSA **OR**
  - Assigned for Fall, was not assigned in Spring, and being assigned for Summer

- Start Date will be 5/26, but will be paid 6/1-7/15

- This will ensure access to UTSA resources
Faculty Contract Form (FCF)

- FCFs need to be submitted for ALL summer faculty regardless of tenure status.

- All FCFs must be approved by VPAFS prior to submitting to HR.

- Please include actual hours worked on FCF regardless of allocation.
FTE & Allocation

- The FCF will no longer calculate allocation based on FTE
- Departments will be responsible for providing the actual hours the faculty is scheduled to work
- Allocation field will be free text
### Contract Information

<table>
<thead>
<tr>
<th>Contract Begin Date:</th>
<th>06/1/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract End Date:</td>
<td>07/15/2015</td>
</tr>
<tr>
<td>9 Month Rate:</td>
<td>$100,000</td>
</tr>
<tr>
<td>(based on 100% time)</td>
<td></td>
</tr>
<tr>
<td>FTE:</td>
<td>0.5</td>
</tr>
<tr>
<td>Months Duration:</td>
<td>1.5</td>
</tr>
<tr>
<td>Contract Pay/Allocation:</td>
<td>$5,575</td>
</tr>
<tr>
<td>Hours per Week:</td>
<td>20</td>
</tr>
</tbody>
</table>

**TRS Return to Work (RTW) Retirees** will be required to pay a portion of the TRS surcharges if the standard hours on the position exceed 21 per week. Please contact the Benefits Office at 210-458-4648 if more information is needed.
Supplements

Examples of effort compensated via supplements are noted below.

1. QLP course development
2. Online course/program development
3. Course overloads
4. Compensation for committee work;
5. Extended Ed.
6. Executive Ed.

Questions pertaining to supplemental pay should be directed to the VPAFS office.

If VPAFS approves supplement, department will submit Supplement Form for processing.
Processing Timelines

- Departments can start routing Fall Faculty requests immediately.
- HR requests that all summer FCFs are submitted by the following deadlines:

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Due By</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/1/2015</td>
<td>5/22/2015</td>
</tr>
<tr>
<td>7/16/2015</td>
<td>6/3/2015</td>
</tr>
</tbody>
</table>
Contact Information

- Human Resources – 458-4648
- Budget Office – 458-8766
- VPAFS – 458-2700
- SPOC – 458-7762