**Faculty Summer Assignments Begin and End Date Example**

| Assignment #1 | June 1 - July 15 |
| Assignment #2 | June 1 – August 31 |
| Assignment #3 | June 1 – June 30 |
| Assignment #4 | July 1 – July 31 |
| Assignment #5 | August 1 – August 31 |

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**Diagram**

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<table>
<thead>
<tr>
<th></th>
<th>Contract 1</th>
<th>Contract 2</th>
<th>Contract 3</th>
<th>Contract 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Begin</td>
<td>June 1</td>
<td>June 16</td>
<td>July 1</td>
<td>August 1</td>
</tr>
<tr>
<td>End</td>
<td>July 15</td>
<td>July 16</td>
<td>July 31</td>
<td>August 31</td>
</tr>
</tbody>
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Example: Faculty Member with Teach and Research Assignments (Blue Handout)

Step 1: Data Gathering
Last Name, First Name = Doe, John
Empl ID = 600123000
Position # = 10026878 (Only use position’s with Employee Class of FA3)
Note: Query you can run for list of vacant FA3 positions is UTS_CA_VACANT_POS
And filter by Empl Class of FA#
Employee Title = Prof
Academic Year Rate (9 months) = $90,000.00
Max Summer Rate (1/3) - This is a protected cell with a calculation of 1/3 of the 9 month rate
Assignments for the summer:
#1. Teach ACC 2013.01; Flat Rate of $2700; Class runs from June 1 – Jul 15; Funding is Cost Center EGX334
#2. Teach ACC 2013.02; Flat Rate of $2700; Class runs July 16 – August 31; Funding is Cost Center EGX334
#3. Teach ACC 2013.01T; Flat Rate of $5200; Class runs Jun 1 – August 31; Funding is Cost Center EGX334
#4. Grant Univ of Utah ABH-4043; 10% Effort (10% of $30,000 = $3,000 x ½ of the 3 months = $1,500); Grant work will be for June 1 – July 15; Funding is Project ID 3267501010
#5. Committee Assignment; Flat Rate of $500; Committee work will be from June 1 – August 31; Funding is Cost Center EGR335

Step 2: Make sure your total allocation does not exceed your Max Summer Rate. Also note your % that is calculated should be less than 100%. If your percentage is greater than 100% you will need to work with VPAFS Office to determine which assignment would be best as an additional pay and remove it from the SAMS.

Step 3: Determine the number of Faculty Contract forms needed based on SAMS Dates (Column D). An optional tool has been created and provided for you to use.
Contract #1: Start Date is June 1 (See Option Tool for John Doe Example)
End Date July 15

Contract #2 Start Date is July 16
Note: if for some reason there are gaps in assignments then you will want to set the second contract date accordingly.
End Date is August 31

Step #4: Determine the allocation for each contract period based on the assignment dates.
Assignment #1 - the assignment dates falls completely within the first contract period so the allocation will be included in the first contract.
Assignment #2 - the assignment dates fall completely within the second contract period so the allocation will be included in the second contract.
Assignment #3 - This assignment is spread over the full summer. Since the two contract periods are each ½ of the summer the assignment can be split ½ for each contract.
Assignment #4 - This assignment falls completely within the first contract period so the allocation will be included in the first contract.
Assignment #5 - This assignment is spread over the full summer similar to Assignment #3. You can you the same calculation to split the allocation for this assignment.
Step 5: For each line of allocation in each contract period you will want to assign the appropriate combo code based on the Cost Center or Project ID that was reflected in column C of the SAMS. The DBT Distribution % for each combo code will be calculated for you based on the allocation for that contract period divided by the total allocation for that contract period. Note DBT Distribution %’s should add up to 100%.

Step 6: The very last column of the SAMS will indicate that your contract allocations balance to your total allocation in column E. Please ensure they do before taking the next step.

Step 7: Use the information in the SAMS to prepare the appropriate number of contracts needed. The information needed in the Faculty Contract Form will be taken from the SAMS including the FTE which is the calculated FTE. For the FCF the Hours can be calculated using the FTE % x 40 hours a week.

Step 8: Use the information in SAMS to create the DBT’s for the position listed in Column B for the effective date listed as the Start Date for each contract. For example you will have a DBT for this position effective 6/1/2017 and another one effective 7/16/2017. The combo codes and DBT Distribution %’s are listed in SAMS.
Example: Faculty Member with Research Assignments Only (Yellow Handout)

Step 1: Data Gathering
Last Name, First Name = Smith, John
Empl ID = 600187564
Position # = 10038755 (Only use position’s with Employee Class of FA3)
Employee Title = Asst Prof
Academic Year Rate (9 months) = $53,000
Max Summer Rate (1/3) - This is a protected cell with a calculation of 1/3 of the 9 month rate

Assignments for the summer:
#1. Grant EPA Water Samples; 50% Effort for 2 months only ($17,666.67 * 50% * 2/3 = $5,888.89); Grant work will be for June 1 – Jul 31; Funding is Project ID 326840099
#2. Grant DOT Bridges; 25% Effort for 2 months only ($17,666.67 * 25% * 2/3 = $2,944.45); Grant work will be for July 1 – Aug 31; Funding is Project ID 327884401
#3. Grant DOD Water Technology; 10% Effort for the full summer ($17,666.67 * 10% = $1,766.67); Grant work will be for June 1 – August 31; Funding is Project ID 326750100

Step 2: Make sure your total allocation does not exceed your Max Summer Rate. Also note your % that is calculated should be less than 100%. If your percentage is greater than 100% you will need to work with VPAFS Office to determine which assignment would be best as an additional pay and remove it from the SAMS.

Step 3: Determine the number of Faculty Contract forms needed based on SAMS Dates (Column D)

| Contract #1 | Start Date is June 1 | End Date June 30 |
| Contract #2 | Start Date is July 1 | End Date is July 31 |
| Contract #3 | Start Date is August 1 | End Date is August 31 |

Step 4: Determine the allocation for each contract period based on the assignment dates.
Assignment #1 - This assignment would be allocation between Contract #1 and Contract #2.
Assignment #2 - The assignment would be an allocation between Contract #2 and Contract #3.
Assignment #3 - This assignment would be an allocation between Contract #1, #2 and #3.

Step 5: For each line of allocation in each contract period you will want to assign the appropriate combo code based on the Cost Center or Project ID that was reflected in column C of the SAMS. The DBT Distribution % for each combo code will be calculated for you based on the allocation for that contract period divided by the total allocation for that contract period. Note DBT Distribution %’s should add up to 100%.

Step 6: The very last column of the SAMS will indicate that your contract allocations balance to your total allocation in column E. Please ensure they do before taking the next step.

Step 7: Use the information in the SAMS to prepare the appropriate number of contracts needed. Remember the FTE for the FCF is the calculated FTE from the SAMS. The hours on FCF can be calculated using the % FTE x 40 hours.

Step 8: Use the information in SAMS to create the DBT’s for the position listed in Column B for the effective date listed as the Start Date for each contract. For example you will have a DBT for this position effective 6/1/2017 and another one effective 7/1/2017 and a third DBT effective 8/1/2017. The combo codes and DBT Distribution %’s are listed in SAMS.
Example: Faculty Member with Teaching Assignments Only (Green Handout)

Step 1: Data Gathering
Last Name, First Name = Doe, Jane
Empl ID = 600187533
Position # = 10037550 (Only use position’s with Employee Class of FA3)
Employee Title = Lecturer I
Academic Year Rate (9 months) = $52,000
Max Summer Rate (1/3) - This is a protected cell with a calculation of 1/3 of the 9 month rate
Assignments for the summer:
#1. Teach ENG 2013.01; Flat Rate $2,000; July 16 – Aug 31; Funding is Cost Center EGX009
#2. Teach ENG 2015.03; Flat Rate $4,000; Full Summer Jun 1 – August 31; Funding is EGX013
#3. Teach ENG 2016.01; Flat Rate $2,000; Jun 1 – July 15; Funding is EGX015

Step 2: Make sure your total allocation does not exceed your Max Summer Rate. Also note your % that is calculated should be less than 100%. If your percentage is greater than 100% you will need to work with VPAFS Office to determine which assignment would be best as an additional pay and remove it from the SAMS.

Step 3: Determine the number of Faculty Contract forms needed based on SAMS Dates (Column D)
Contract #1: Start Date is June 1 - End Date July 15
Contract #2: Start Date is July 16 - End Date is Aug 31

Step #4: Determine the allocation for each contract period based on the assignment dates.
Assignment #1 - This assignment falls completely within the Contract #2 start and end date. The allocation would all be in Contract #2.
Assignment #2 - The assignment would be an allocation between Contract #1 and Contract #2
Assignment #3 - This assignment is completely within the contract period for Contract #1. Therefore, the full allocation would be included in contract #1.

Step 5: For each line of allocation in each contract period you will want to assign the appropriate combo code based on the Cost Center or Project ID that was reflected in column C of the SAMS. The DBT Distribution % for each combo code will be calculated for you based on the allocation for that contract period divided by the total allocation for that contract period. Note DBT Distribution %’s should add up to 100%.

Step 6: The very last column of the SAMS will indicate that your contract allocations balance to your total allocation in column E. Please ensure they do before taking the next step.

Step 7: Use the information in the SAMS to prepare the appropriate number of contracts needed.

Step 8: Use the information in SAMS to create the DBT’s for the position listed in Column B for the effective date listed as the Start Date for each contract. For example you will have a DBT for this position effective 6/1/2017 and another one effective 7/16/2017. The combo codes and DBT Distribution %’s are listed in SAMS.