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.