

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.