

Faculty Summer Pay

Summer is here! If you have faculty receiving additional pay between May 16 and August 15, please review the following information for setting up and managing their summer pay records.

[Click here](#) to visit and find more information regarding faculty contracts.

Contract Faculty Summer Pay

Faculty currently on contract pay (i.e. 9/12, 10/12, or 11/12) are allowed to exceed the usual 1.0 FTE maximum with a total FTE of up to 2.0 for all assignments *only* during the summer pay dates.

Faculty on contract pay may only earn up to 1.0 FTE during any earnings period. If contract pay is used, earnings dates must be considered to determine FTE, not cash dates.

See the table below for the contract type and corresponding contract earning dates, even though pay is distributed over 12 months. Summer assignments may go up to 1.0 FTE during the allowable summer pay date range of the Annualized Base Amount (ABA).

Contract Pay & Summer Pay Dates

Contract Type	Contract Earnings Dates	Allowable Summer Pay Dates
9/12	8/16 – 5/15	5/16 – 8/15
10/12	8/1 – 5/31	6/1 – 7/31
11/12	7/16 – 6/15	6/16 – 7/15

*Note: to set up a faculty on a *new* contract, submit a hire ePAF.

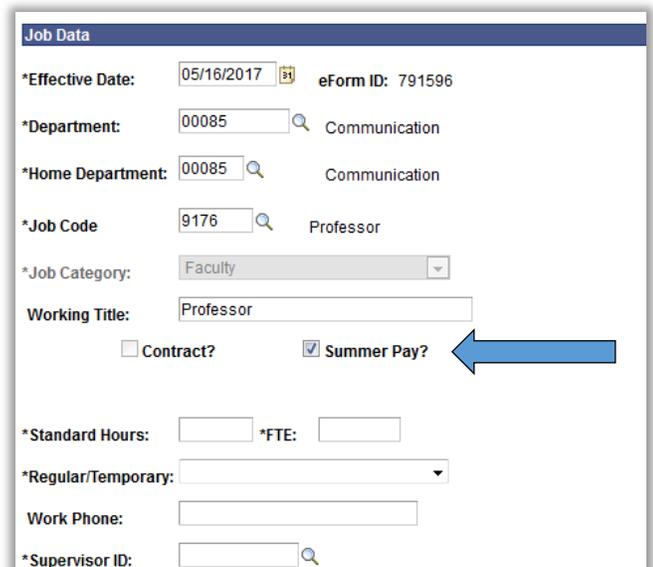
Annual Faculty Summer Pay

- Faculty on annual pay and teaching during summer semester cannot exceed 1.0 FTE.
 - If **FTE is 1.0**, change the distribution to the grant for the effort the employee plans to commit. No additional record need to be created.
 - If **FTE is less than 1.0** and you are *adding* a record for Summer Pay, then initiate a Hire ePAF and check the 'Summer Pay' box. Make sure not to check the 'Yes, leaving current assignment' on the last page of the ePAF.

Summer Pay Set-Up: ePAF Process

To initiate a summer pay ePAF:

- On the 'eForms Homepage' click on 'Start a New eForm' and select 'Hire an Employee'.
- Summer pay effective dates are between 5/16 and 8/15.
- Check the 'Summer Pay' box on the first page of the eForm.
- By checking the 'Summer Pay' box, you avoid the Faculty Academic Affairs routing and the form will take the standard two department head approval routing.



The screenshot shows the 'Job Data' section of an eForm. The 'Effective Date' is 05/16/2017, and the 'eForm ID' is 791596. The 'Department' and 'Home Department' are both 00085 (Communication). The 'Job Code' is 9176 (Professor). The 'Job Category' is Faculty, and the 'Working Title' is Professor. The 'Contract?' checkbox is unchecked, and the 'Summer Pay?' checkbox is checked, indicated by a blue arrow. Other fields include 'Standard Hours', '*FTE', '*Regular/Temporary', 'Work Phone', and '*Supervisor ID'.

Calculation of Pay and ABA

- Pay is annualized. Use the summer pay calculator spreadsheet for help in determining the comp rate to be entered on the ePAF.
 - Visit: <https://www.hr.utah.edu/payroll/special.php> for the summer pay calculation formulas and to *download* the calculator spreadsheet.
- ABA is automatically calculated by the system and is updated daily.
 - The ABA calculator can be found here: http://www.acs.utah.edu/portal/aba_computations.html.

Editing or Terminating Summer Pay Assignment

- To EDIT summer pay salary and/or FTE at any point you must submit a HIRE ePAF.
 - Check the 'Summer Pay' box, which is only found on the Hire ePAF.
 - Check the 'Yes, leaving current assignment' on the last page of the ePAF. Edits to summer pay are processed as a transfer (XFR).
- Submit a 'Change Employment Status' ePAF with an appropriate date to terminate the summer pay assignment or terminate the assignment in the Department Mass Change (DMU) eForm.

Distributions

- Ending your distributions does *not* terminate an assignment. You **must** submit a 'Change Employment Status' ePAF to terminate/end the summer pay assignment.

If you need additional assistance or training, please contact a member of your HR Service Team. To find your contacts visit: <https://www.hr.utah.edu/contact/search.php>