Summer 2013

From the Department of Human Resources – April 15, 2013

Contents
General information ................................................................................................................................................................ 1
Summer payment schedule .................................................................................................................................................... 2
Summer appointments for faculty ........................................................................................................................................ 3
Summer assignments for graduate assistants ........................................................................................................................ 3
Summer assignments for work-study and non-work study student assistants ........................................................................ 4
Human resources primary contact ........................................................................................................................................ 4

General Information
The purpose of this document is to provide information about SFA’s summer assignment processing and payment schedule for 2013. This document provides information related to work-study and non-work study student assignments, graduate assistant assignments, and faculty working during the summer months.

DATES: Summer assignment dates for faculty and graduate assistants are different from the actual course dates. To ensure proper payment, whole-month dates are used when setting up semester-based assignments (including summer sessions). The following dates are used for summer 2013 assignments:

**MAYMESTER**
Jobs Effective Date: 05/01/2013 Personnel Date: 05/13/2013
Term Jobs Eff. Date: 05/31/2013 Term Personnel Date: 05/29/2013

**SUMMER I**
Jobs Effective Date: 06/01/2013 Personnel Date: 06/03/2013
Term Jobs Eff. Date: 07/31/2013 Term Personnel Date: 07/05/2013

**SUMMER II**
Jobs Effective Date: 07/01/2013 Personnel Date: 07/09/2013
Term Jobs Eff. Date: 08/31/2013 Term Personnel Date: 08/09/2013

**FULL SUMMER***
Jobs Effective Date: 06/01/2013 Personnel Date: 06/03/2013
Term Jobs Eff. Date: 08/31/2013 Term Personnel Date: 08/09/2013

*Only used for graduate assistant, faculty research, and administrative faculty appointments spanning the full summer term.
Summer Payment Schedule

Faculty with summer teaching appointments will notice a significant difference in how summer payments are made compared to payments made during the academic calendar. Because the summer parts of term are broken down between maymester (MAY), summer I (SS1), and summer II (SS2), payment is separated by each of these earnings types. There is no earnings code for a full summer term for faculty teaching appointments.

To ensure proper payment, whole-month dates are used when setting up semester-based assignments, including summer sessions (see the “Dates” notation in the General Information section of this document). The total payment for each earnings type (MAY, SS1, or SS2) is divided by the number of months the assignment crosses; resulting in evenly distributed monthly payments.

Example: A $2,500 summer I appointment has a begin date of 06/01/2013, an end date of 07/31/2013, and pays 2 equal gross payments of $1,250.

<table>
<thead>
<tr>
<th></th>
<th>Begin Date</th>
<th>End Date</th>
<th>Payment Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maymester</td>
<td>5/1/2013</td>
<td>5/31/2013</td>
<td>Full (single) check on 6/1.</td>
</tr>
<tr>
<td>Summer I</td>
<td>6/1/2013</td>
<td>7/31/2013</td>
<td>Two equal checks 7/1 &amp; 8/1.</td>
</tr>
<tr>
<td>Summer II</td>
<td>7/1/2013</td>
<td>8/31/2013</td>
<td>Two equal checks 8/1 &amp; 9/1.</td>
</tr>
<tr>
<td>Full Summer*</td>
<td>6/1/2013</td>
<td>8/31/2013</td>
<td>Three equal checks 7/1, 8/1, &amp; 9/1.</td>
</tr>
</tbody>
</table>

*Only used for graduate assistant, faculty research, or administrative faculty appointments spanning the full summer term.

NOTE: the second payment for Summer I will overlap the first payment for Summer II on the 8/1 check.

SUMMER FACULTY RESEARCH: Faculty being paid to conduct research for the full summer term will receive 3 equal payments. Appointments for a single part of term (summer I or summer II) will receive payment on the schedule detailed above (2 evenly distributed payments).

*Summer faculty research is defined as summer assignments that are fully or partially funded through ORSP.

SUMMER FACULTY ADMINISTRATION: Faculty being paid to perform non-teaching, non-research administrative duties for the full summer term will receive 3 equal payments. Appointments for a single part of term (summer I or summer II) will receive payment on the schedule detailed above (2 evenly distributed payments).

*Summer faculty administration is defined as summer assignments for 9-month faculty performing non-teaching, non-research administrative duties in support of the department/college.

ADJUNCT FACULTY: Adjunct faculty appointments in the summer are setup the same as 9-month faculty summer appointments; tied to each part of term (MAY, SS1, SS2). Appointments for a single part of term (summer I or summer II) will receive payment on the schedule detailed above (2 evenly distributed payments). If the adjunct is teaching during both summer I and summer II, the payments will overlap.

GRADUATE ASSISTANTS: Graduate assistant assignments that are setup for the full summer term will receive 3 equal payments. Assignments using partial-semester dates will receive pro-rated payments based upon the dates worked within each month. Assignments for a single part of term (summer I or summer II) will receive payment on the schedule detailed above (2 evenly distributed payments). Also, in the rare cases when a graduate assistant has a summer I assignment for one department and a summer II assignment for another department, the payments will overlap.

STUDENT ASSISTANTS: Student assistant (work-study and non-work study) assignments are not broken down by parts of term. Student employees are paid hourly and will be paid as time is reported.
Summer Appointments for Faculty

Departments will not be responsible for originating EPAFs for faculty summer 2013 teaching or research appointments. Any appointments approved in the 2013 Summer Budget will be manually keyed into the system by Human Resources (HR) staff. If you are unsure if an appointment was approved in the Summer Budget, call HR to confirm prior to requesting an additional appointment.

Summer appointments not approved in the Summer Budget should be requested via an EPAF Origination Request Form. HR will originate these EPAFs for departments and route through the proper channels. The EPAF Origination Request Form can be found on the HR website using either the ‘Forms’ or ‘EPAF Resources’ link. Email completed forms to Tara Knight at HR-EPAF@sfasu.edu for processing.

HR has also developed an ‘EPAF Change Request Form’ to request changes to summer assignments already in the system. For example, this form would be used to change the FTE and/or payment amount of an appointment approved in the Summer Budget. It can also be submitted to remove an appointment if a previously approved course is cancelled. Changes to funding can be originated by the department via the ‘Change – Funding Source (CHNG50)’ EPAF.

- Appropriate EPAF Request Forms and Approval Categories for Faculty:
  - EPAF Origination Request Form
  - EPAF Change Request Form- Summer
  - Change – Funding Source (CHNG50)

Summer Assignments for Graduate Assistants

Graduate Assistant summer assignments are processed similarly to long-semester assignments. If appointing for a full term (all summer) or part of term (MAY, SS1, or SS2) use the begin and end dates listed in the general information section of this document (also provided below).

**Full Summer Term:** If a GA is working the full summer, the EPAF should have a begin date of 06/01/2013, an end date of 08/31/2013, and factor/pays of 3. The ‘annual salary’ is the total amount paid for the full summer term.

**Maymester:** If a GA worked on an assistantship during the spring semester and will be working the maymester (05/13/2013-05/29/2013), an AJOB05 EPAF should be submitted to establish the secondary assignment. The EPAF should have a begin date of 05/01/2013, an end date of 05/31/2013, and factor/pays of 1. The ‘annual salary’ is the total amount paid for Maymester. Please include a comment stating “the work will be performed between 05/13/2013 and 05/29/2013 after spring assistantship has completed.”

**Summer I:** If a GA is working Summer I only, the EPAF should have a begin date of 06/01/2013, an end date of 07/31/2013, and factor/pays of 2. The ‘annual salary’ is the total amount paid for summer I.

**Summer II:** If a GA is working Summer II only, the EPAF should have a begin date of 07/01/2013, an end date of 08/31/2013, and factor/pays of 2. The ‘annual salary’ is the total amount paid for summer II.

**Partial Term Appointments:** If appointing a GA to work specific dates that do not coincide with the term (or parts of term) dates detailed above, a different calculation method is used. This calculation method uses a monthly salary and the system prorates payment based on the days actually worked.

First, you must determine the monthly salary of the assignment (even if the assignment will be for less than one month). Second, count the number of months the assignment crosses (factors/pays). The monthly salary multiplied by the factors/pays is the ‘annual salary’ to list on the EPAF. Use the actual begin and end dates on the EPAF and the system will prorate the salary to pay only for the time worked.
**Example:** A graduate assistant is working for your department 6 weeks (from June 13 to July 22) at a monthly salary of $1,100.00. The EPAF begin date is 06/13/2013 with an end date of 07/22/2013. Because the assignment crosses two months (June and July), the factors/pays equal 2. The monthly salary ($1,100) multiplied by the factors/pays (2) equals an annual salary of $2,200.00. When payroll is run, the GA will be paid the prorated portion of the monthly salary for each check (06/13-06/30 on the July 1st check and 07/01-07/22 on the August 1st check).

**POSITION NUMBERS:** The position numbers for secondary GA assignments are SG9993-00 (GA), SG9992-00 (GRA), and SG9997-00 (GTA). These numbers should only be used if hiring a graduate assistant into a separate (secondary) assistantship (as described in the maymester section above). If reappointing a GA, use the primary position number the graduate assistant has previously held. Please contact HR with any questions regarding position numbers.

- **Appropriate EPAF Approval Categories for Graduate Assistants:**
  - Hire – Graduate Assistant (HIRE50)
  - Reappointment – Graduate Assistant (REAP50)
  - Additional Job Assignment, Graduate Assistant (AJOB05)

**Summer Assignments for Work-Study & Non-work Study Student Assistants**
Both work-study and non-work study student assistant assignments should be processed through the same method as regular semester assignments.

**NON-WORK STUDY STUDENT ASSISTANTS:** These assignments do not have end dates. If a student has an existing active assignment with your department, no new EPAF is required. The assignment will remain active until a separation EPAF is submitted.

- **Appropriate EPAF Approval Categories for Non-work Study Student Assistants:**
  - Hire – Student Assistant, Non-work Study (HIRE51)
  - Reappointment – Student Assistant, Non-Work Study (REAP51)
  - Additional Job Assignment, Student Assistant Non-Work Study (AJOB06)

**WORK-STUDY STUDENT ASSISTANTS:** These assignments must be submitted every semester (fall, spring, and summer). In general, summer assignments for work-study students must be on or between 05/16/2013 and 08/15/2013. However, because the federal work-study fiscal year ends June 30th, a change in funding EPAF is required mid-summer with an effective date of 07/01/2013. The work-study fund for federal fiscal year 2013 is 279113 and beginning July 1st, the new fund for federal fiscal year 2014 is 279114. A new EPAF will also need to be submitted to reappoint work-study students for the fall semester.

- **Appropriate EPAF Approval Categories for Work-study Student Assistants:**
  - Hire – Student Assistant, Work Study (HIRE52)
  - Reappointment – Student Assistant, Work Study (REAP52)
  - Additional Job Assignment, Student Assistant Work Study (AJOB07)
  - Change – Funding Source, Student Assistant & GA (CHNG49)

**Human Resources Primary Contact**
Tara Knight will serve as the primary contact for summer assignments this year. She can be reached at extension 1123 or via email at **tnknight@sfasu.edu**. In Tara’s absence, Beverly Kurys will be the secondary contact and can be reached at extension 1284 or via email at **kurysbk@sfasu.edu**. Any EPAF question can be sent to **HR-EAPF@sfasu.edu**.