FAVLUY SUMMEY RESEARCH EPA INSTRUCTIONS

Below is information to help you complete your Faculty Summer Research EPAs.
REMEMBER – these rules apply only to Faculty Summer Research EPAs for those faculty who are on 9 month appointments (paid over 9 or paid over 12). For faculty with 12 month appointments, summer research activity is simply a distribution change PA – using all regular appointment codes.

**PA Information**

**Purpose:**
Summer Research – only to be used for summer research – not teaching

**Budget Change Form Number:** Add z number if the salary budget isn’t funded.

**Requisition Number:** Add requisition number for all temporary assignments.

**Employee Type:** Select Faculty

**Employee Information:**
Type in CWID – all other info populates automatically

**Assignment Information:**
“From” portion of the EPA
DO NOT COMPLETE THIS SECTION as it does not apply

**Appoint, Reappoint, or Change To:** Complete the following sections

**Position Number:** USE SUMMER RESEARCH POSITION NUMBERS ONLY!
These numbers begin with SR

The following items automatically populate when you type in the position number:
Official Title/Rank
Employee Class
Position Class
EEO Code

**Org Number:** Type in your 6 digit org number
Org Name will automatically populate

**Composite FTE:** It is based on the percentage of one full month’s salary at the 1/9th rate.
It should never exceed 1.0

Example: Faculty members 1/9th salary rate = $5000.00
A. Funds available for 1 month in summer = $ 2000.00
FTE = 2000.00/5000.00 = .40000 composite FTE

B. Same $2000.00 spread out over 3 months
2000.00/3 = 666.66 per month
666.66/5000.00 = .13 composite FTE (rounded to 2 decimal places)

**Total Salary:** Multiply the monthly rate by the number of months that you are paying the faculty member. If you are paying for a portion of a month, you will need to calculate the total salary based on the daily rate. Instructions regarding how to calculate daily rates is on the payroll website.

**Monthly Rate:** Total dollars to be paid to the faculty member during the summer divided by the number of months he/she is to be paid.

**Assignment/Leave Dates:**
Be sure to check all contracts activity dates to ensure you do not attempt to appoint someone before the start of the contract or beyond the expiration date.

**Fund:** Use the appropriate fund number.

**Org:** Use the appropriate 6 digit org number associated with the contract fund.

**Account:** Use the following summer research account code:

601350 – Faculty Research – Summer

**Program Code:** Use the appropriate program code.

**Distribution Amount:** Type in this amount if there is a split distribution

**Other Amount:** Type in the total dollar amount charged to each distribution line for the entire time period that is typed on the pa form.

**Example:**
Monthly rate is 5,000.00 – total salary is 15,000.00 over 3 months.
.40 distribution FTE, 2000.00 distribution amount.
2000.00 x 3 = 6000.00. Type 6000.00 in the other amount line.

.60 distribution FTE, 3000.00 distribution amount.
3000.00 x 3 = 9000.00. Type 9000.00 in the other amount line.

The total of the amounts typed in “other amount” should equal the total salary line on the pa form.

**Comments:**
Include the 9 month Base pay for all regular employees in the comments section

Additionally, please watch composite FTE’s very carefully. If a faculty member is teaching and doing research (two separate PAs) the total composite FTE for any period should not exceed 1.0