FACULTY SUMMER 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

Employee Information:

        Type in CWID – all other info populates automatically

Assignment Information

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 $1/9^{th}$ 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.

<mark>Comments</mark>

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