

## 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<sup>th</sup> 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.

$2000.00 \times 3 = 6000.00$ . Type 6000.00 in the other amount line.

.60 distribution FTE, 3000.00 distribution amount.

$3000.00 \times 3 = 9000.00$ . 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.

<b>Comments</b>
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**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