

## SUMMER TEACHING EPA INSTRUCTIONS

Below is information to help you complete your faculty summer teaching EPAs.

### PA Information

**Purpose:**

Summer 1

Summer 2

**Exception – Supplemental pay – for OAA approved supplemental pay**

**Budget Change Number:** Add z number if salary budget line isn't funded.

**Employee Type:** Select Faculty

**Requisition Number:** Add Req Number for all temporary assignments

### Employee Information

**Employee Information:** Complete this section

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 YOUR SUMMER SCHOOL POSITION NUMBERS!

These numbers begin with SF for faculty or SG for grad students

**Exception – If the summer appointment is supplemental pay, please use the position number SFZM01.**

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:** The FTE is based on the number of TOTAL hours taught over both summer terms. Please use the following table to determine the correct composite FTE for both faculty **and** GTA's:

|                  |                   |
|------------------|-------------------|
| 1 hour - .08333  | 7 hours - .58333  |
| 2 hours - .16666 | 8 hours - .66666  |
| 3 hours - .25000 | 9 hours - .75000  |
| 4 hours - .33333 | 10 hours - .83333 |
| 5 hours - .41666 | 11 hours - .91666 |
| 6 hours - .50000 | 12 hours - 1.0000 |

**Total Salary:** Total salary is calculated based on the LESSER of 85% of the in state tuition or 7.5% of the base salary for each 3 hour course. This payment is adjusted based on the number of SSCH's being taught. Each hour a faculty member teaches is worth

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2.5% of their 9 month academic year base salary. Example: If a faculty member is teaching a 3-hour course he/she will receive 7.5% of his base salary. Let's assume that this person makes \$50,000.00 annually.  $\$50,000.00 \times 7.5\% = \$3750.00$ . This person would have \$3750.00 in the Total Salary line. Listed below are the % equivalents for up to 12 hours teaching. Use these percentages to calculate total salary by multiplying the correct percentage by the academic year base salary of the faculty member.

|                 |                  |
|-----------------|------------------|
| 1 hour - 2.5%   | 7 hours - 17.5%  |
| 2 hours - 5.0%  | 8 hours - 20.0%  |
| 3 hours - 7.5%  | 9 hours - 22.5%  |
| 4 hours - 10.0% | 10 hours - 25.0% |
| 5 hours - 12.5% | 11 hours - 27.5% |
| 6 hours - 15%   | 12 hours - 30.0% |

For GTA's, type "agreed upon amount" in the comments section and then type in the total salary that was decided up by your dept head. This pay should be in line with academic year salaries.

**For salaries below 3,000 for a 3 hour course: remember that you must to reduce the composite FTE according to UA policy.**

Monthly Rate: **DO NOT COMPLETE THIS LINE.** There is no monthly rate on a summer teaching pa.

Assignment/Leave Dates:

The actual dates for any given year are on the sample pa's provided by OAA to each dean's office. Please check with your dean's office for the term dates.

Fund: **Use 11001**

Use 11001 for ALL summer teaching salary expenses regardless of the funding source. When you prepare your summer school teaching report at the end of the summer, provide columns showing which courses were funded using OAA summer school allocations and which were funded using other sources of funds (such as continuing studies funds).

**Exception:** If the summer teaching expense is covered by a contract or grant, please use the contract or grant fund.

Org: Use your department 6 digit banner org

Account: Use the appropriate teaching or admin account code

601310 – Faculty Administration  
601380 – Faculty Teaching  
602106 – Graduate Teaching Asst

Program Code:

**For fund 11001 – use program code 100**

For all other funds (contracts and grants) – use the default program code

Distribution FTE: Distribution FTE must total 100%

Other Amount: Type in the dollar amount charged to each distribution line item if there is more than one distribution line.

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### Attachments

Attach approved supplemental pay forms if appropriate

### Comments

**Comments:** You must state the following items in this order:

1st Term - XYZ 101(insert your CRN) - # of hours – enrollment  
2nd Term - XYZ 102(insert your CRN) - # of hours – enrollment

If a full term course is being taught, be sure to include the full term salary amount next to the information above. Make it clear it is a full term assignment.

Also, if you pay someone an amount that is not calculated using the OAA formula you must type in this section “Agreed Upon Amount.” This is usually the case for graduate students.

**Remember... Summer teaching earnings are paid at the end of each term...** not at the end of the month. Please watch enrollments carefully.