SUMMER TEACHING PA INSTRUCTIONS

Below is information to help you complete your faculty summer teaching PA’s.

**PA Section A**

**Purpose of the Personnel Action:** Select # 7 (b, c, d), Select # 8 if supplemental pay

- 7B - 1st Term
- 7C - 2nd Term
- 7D – 1st & 2nd Term (full/both terms)

**Exception** – Supplemental pay – for OAA approved supplemental pay use action 8

**Budget Change Number:** Add z number if budget isn’t permanently funded.

**PA Section B**

**Employee Information:** Complete the following sections

SSN, CWID, Type of Employee, Name, Suffix, Title

**PA Section C**

**Assignment Information:** “From” portion of the pa

**DO NOT COMPLETE THIS SECTION** for 7 or 8 PA types

The general rule: Don’t complete the left side assignment information on summer teaching, research, or supplemental pa’s. The From portion of the pa is only used when changing a person’s regular assignment. Also, 7 or 8 PA information is never typed in the “assignment information” (left side) section of any follow-up PA.

**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.** This is a new position number that has been created for summer school supplemental use only. Everyone will use the same position number in this specific circumstance. Use the supplemental SFZM01 position number if the person who is teaching the course is already fully funded in the summer and if the supplemental pay has been approved by OAA.

**Official Title/Rank:** Automatically fills when you complete the position class

**Org Name:** Automatically fills when you complete org number

**Org Number:** This is a 6-digit banner number.

**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.

- 1st Term begins 6/x/xx
- 2nd Term begins 7/x/xx
- Full Term - use 1st Term start date

- 1st Term Ends 7/x/xx
- 2nd Term Ends 8/x/xx
- Full Term – use 2nd Term end date
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Employee Class: use the following Summer codes
- SF – summer school teaching faculty
- SG – Summer school GTA

There is no exception to this rule for supplemental PA’s. **DO NOT use the ZM employee class code.** In order for the employee to receive their pay at the end of the summer term, the employee class must be SF or SG.

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:

<table>
<thead>
<tr>
<th>Hours</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>.08333</td>
</tr>
<tr>
<td>2</td>
<td>.16666</td>
</tr>
<tr>
<td>3</td>
<td>.25000</td>
</tr>
<tr>
<td>4</td>
<td>.33333</td>
</tr>
<tr>
<td>5</td>
<td>.41666</td>
</tr>
<tr>
<td>6</td>
<td>.50000</td>
</tr>
<tr>
<td>7</td>
<td>.58333</td>
</tr>
<tr>
<td>8</td>
<td>.66666</td>
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<td>.83333</td>
</tr>
<tr>
<td>11</td>
<td>.91666</td>
</tr>
<tr>
<td>12</td>
<td>1.0000</td>
</tr>
</tbody>
</table>

Total Salary: Each hour a faculty member teaches is worth 2.5% of their 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 x 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.

<table>
<thead>
<tr>
<th>Hours</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2.5%</td>
</tr>
<tr>
<td>2</td>
<td>5.0%</td>
</tr>
<tr>
<td>3</td>
<td>7.5%</td>
</tr>
<tr>
<td>4</td>
<td>10.0%</td>
</tr>
<tr>
<td>5</td>
<td>12.5%</td>
</tr>
<tr>
<td>6</td>
<td>15%</td>
</tr>
<tr>
<td>7</td>
<td>17.5%</td>
</tr>
<tr>
<td>8</td>
<td>20.0%</td>
</tr>
<tr>
<td>9</td>
<td>22.5%</td>
</tr>
<tr>
<td>10</td>
<td>25.0%</td>
</tr>
<tr>
<td>11</td>
<td>27.5%</td>
</tr>
<tr>
<td>12</td>
<td>30.0%</td>
</tr>
</tbody>
</table>

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 under enrolled classes: remember that you have to reduce the total pay accordingly as per OAA policies.

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

Position Class: Use the following class codes
- SF001 = summer/interim faculty
- SG001 = Summer School GTA

There is no exception to this rule for supplemental PA’s. **DO NOT use the ZM001 position class code.**

EEO Code: This item should populate automatically when you fill the position class.
Distribution FTE: Use 100.00 for each term. If a faculty member is teaching both terms, then the 7B lines must equal 100.00 fte and the 7c lines must equal 100.00 fte. This is the only time when the distribution fte’s add up to more than 100.00. This allows you to type just one pa for both terms. **If both terms are on one pa, the total distribution FTE will be 200.00**

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 a column that shows which courses were funded using OAA summer school allocations and which were funded using other sources of funds. **Exception:** If the summer teaching expense is covered by a contract or grant, please use the contract or grant fund.

Orgn: 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

Prog:
**For fund 11001 – use program code 100**
For all other funds (contracts and grants) – use the default program code

Distribution Amount: Nothing will appear in this block because there is no monthly rate.

SS: 7b for first term, 7c for second term

Other Amount: Type in the dollar amount charged to each term. Full term class earnings are split between 1st term and 2nd term lines.

**PA Section E**

Comments: You must state the following items in this order:
- 1st Term - XYZ 101(insert your CRN) - # of hours – enrollment estimate
- 2nd Term - XYZ 102(insert your CRN) - # of hours – enrollment estimate
- Full Term - XYZ 103(insert your CRN) - # of hours – enrollment estimate

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 the each term**… not at the end of the month. Please watch enrollments carefully.