



PAYROLL INSTRUCTIONS For Research and Teaching Summer 2011

Faculty Pay Dates

In order to accommodate faculty who have elected to have their salary spread evenly over 26 biweekly pays for the 2010/2011 academic year, the on-payroll date was backed up one week for Fall semester 2010 and will end one week early for Spring semester 2011 which results in a shift for Summer session 2011

Faculty payroll dates for Summer session 2011 must be submitted as follows for payroll purposes:

	Start Date	End Date	Weeks
Full	05/01/11	08/06/11	14
A	05/1/11	06/18/11	7
B	06/19/11	08/6/11	7

Keep in mind, a faculty member cannot earn more than a total of 14 weeks of his/her academic year salary in the summer (Research and Teaching effort combined). This is a Board of Control policy.

TEACHING

Calculating Summer Teaching Pay

When you calculate summer pay, make sure you use the employee's **nine month salary**. If you have questions on what that figure is, check with your Dean's office.

The formula used is based on the following: 9 month salary/24, multiplied by the credit hours for the course the faculty member is teaching. Or multiply the 9 month salary by .04167 for each credit hour.

If enrollment is low in a given course, departments can negotiate adjustment to salary in mutual agreement with faculty.

If you have a 12 month employee teaching, that person will not get additional compensation. Rather, the department will be reimbursed into their general fund index for the release time of that 12 month employee to teach. Please check with your Dean's office as to what the equivalent 9 month salary would be for that individual.

Faculty, Staff and New Appointments

Please submit the appropriate documents to your respective Dean's Office by April 6, 2011 for verification and authorization as follows:

FACULTY ON CONTRACT (Faculty who was on payroll for Spring semester 2011 and is being reappointed for Fall semester 2011)
Employee Status Change Form (Gold Form)

STAFF ON PAYROLL

Employee Status Change Form (Gold Form) (Primary supervisor signature also required). The new Gold Form can be found at:
http://www.admin.mtu.edu/hro/forms/EmployStatusChange_New.pdf
Draft Letter of Tender
Proof of Degree (Not required if there is a copy on file with Human Resources)

NEW APPOINTMENTS FOR SUMMER:

Appointment Recommendation **Form A**
Position Authorization Form (Blue Form)
Draft Letter of Tender
Faculty Application (Not required if there is a copy on file with Human Resources)
Proof of Degree (Not required if there is a copy on file with Human Resources)
Vitae (Not required if there is a copy on file with Human Resources)

Graduate Teaching Assistants

Use the appropriate account code to indicate whether the graduate student is a master's or doctoral student (P543M for master's, and P543D for doctoral) on the Student Status Change Form (pink).

If on a partial teaching assignment, be sure to include whether it is $\frac{1}{4}$, $\frac{1}{2}$, or $\frac{3}{4}$. This is the only way assignments should be made for GTA's.

A full stipend equals 20 hours of work per week - preparation time, teaching, grading, and office hours for the class.

The recommended payroll dates for graduate students for summer 2011 teaching are:

Session A	5/1/11 - 6/25/11 (8 weeks)
Session B	6/26/11 - 8/20/11 (8 weeks)
Full Session	5/1/11 - 8/20/11 (16 weeks)

The Student Requisition/Status Change Forms (Pink Form) are due in the Graduate School by April 13, 2011 for verification and authorization. Student forms do not need to be routed through the academic Dean's office.

Hourly Students

Include the hourly rate you intend to pay each of your students. The current minimum wage is \$7.40.

Summer Session Payroll Codes for Teaching

The following payroll account codes (which end in the number 3) should be used when setting employees up for **summer teaching**.

P033	FT/PT Summer Teaching Faculty (<i>estimated fringe rate 16.2 %</i>)
P023T	Temporary Faculty (<i>fringe rate 10%</i>)
P053	Administrative Faculty (<i>estimated fringe rate 38.25 %</i>)
P113	FT Administrative/Professional (<i>estimated fringe rate 38.25 %</i>)
P113S	FT Administrative/Professional - Soft funded (<i>estimated fringe rate 38.25 %</i>)
P123	PT Administrative/Professional (<i>estimated fringe rate 38.25 %</i>)
P543M	Graduate Student - Master (<i>estimated fringe rate 6.5%</i>)
P543D	Graduate Student - PhD (<i>estimated fringe rate 6.5%</i>)
P543H	Graduate Student - Hourly (<i>no fringes</i>)
P643	Undergraduate Student (<i>no fringes</i>)

RESEARCH

Employee Status Change Forms for those working on research projects are also due to Human Resources on **April 13th**. Total research and teaching commitments must be verified before payroll can be processed. We realize that some grants and contracts will be approved after this deadline. For these we ask that you submit your forms as soon as possible to assist us in expediting payroll.

Summer Session Payroll Codes for Research

P012S	FT Faculty Summer Research compensation –Soft funded (est. fringe 16.2%)
P012X	Faculty Summer Research compensation (estimated fringe 16.2%)
P022S	PT Faculty Summer Research compensation–Soft funded (est. fringe 16.2%)

Accurate coding is important. If summer courses are not coded properly, reimbursement to the department will not transfer in full.

Employee Status Change forms should be filled out the week of **March 28th** and signed by an authorized person in your department. They must reach your Dean's office by **April 6th** for the Dean's signature, and are due in Human Resources by **April 13th**.

When filling out the status forms:

- Be sure you use the person's legal name - no nicknames.
- Use the appropriate payroll code. (see above instructions)
- If teaching, under "Other" on the Employee Status Change form include what course number the individual is teaching. Include the appropriate lab/recitation/section number as well.
- One status form can be done if more than one course is being taught during a given session as long as the compensation can be divided evenly between the courses. You can fill out one status form for graduate students also as long as what they are receiving in compensation can be equally divided between the courses they are teaching.
- Make sure you use the correct start and end dates.

The maximum the Summer Session budget will cover for a GTA's tuition is 1 credit hour. Fees will be covered for GTAs with the exception of the MUB Expansion Fee, SDC Support Fee, Memorial Union Support Fee, Experience Tech Fee, and Student Activity Fee. Students must pay these fees as well tuition for anything above 1 credit hour.

PAYROLL CHANGES

If changes are necessary to payroll (and we all know they are), please follow the following steps when making those changes:

- Fill out a new status form for each change. For example if one person is replacing another, you must fill out a status form terminating the first person and another status form to put the replacement on payroll. Be sure to include on each status form the course number as well as the lab/recitation/section number. You must route these forms through your Dean's office for signature.

Revenue Sharing Plan

For Summer Semester 2011, only the 2/3 model will be in effect, i.e., your department will receive 67% of tuition revenue of summer courses taught minus expenses related to teaching these courses. The following clarifications should make it straightforward to calculate the expected return:

- 1.) Research, special topics, and internship courses/credits are excluded from revenue sharing.
- 2.) The enrollment snap shot date for calculating revenue sharing is "the day after the last date a student can drop a class with full refund".
- 3.) From the 67% portion, the teaching expenses for faculty, faculty fringes, GTAs, GTA fringes, GTA tuition and fees, and hourly employees (all prefunded by the provost's office) will be subtracted. The remainder will be transferred to your departmental A account (minus 10% for college deans).

Allison Hein is preparing a spread sheet tool to assist departments in calculating course revenues. This tool should be available by Monday, March 14, 2011.

Summer Session 2011 Timeline

March 17, 2011	Memo sent to Departmental Coordinators
April 6, 2011	Employee status change forms due in the Dean's Office for signatures
April 8, 2011	Last day to cancel a summer class
April 13, 2011	Employee status change forms due in Human Resources
April 13, 2011	Student status change forms due in Graduate School for signatures
May 09, 2011	Full Summer Session <i>and</i> Session A begins
May 12, 2011	Last day to drop Session A courses w/refund
May 18, 2011	Last day to drop Full Session courses w/refund
June 23, 2011	Session A ends
June 24, 2011	Session A final exam period
June 27, 2011	Session B begins
June 30, 2011	Last day to drop Session B courses w/refund
August 11, 2011	Full Session <i>and</i> Session B ends
August 12, 2011	Full Session, Session B exam period