



## PAYROLL INSTRUCTIONS For Research and Teaching Summer 2010

### Faculty Pay Dates

In order to accommodate faculty who have elected to have their salary spread evenly over 26 biweekly pays for the 2009/2010 academic year, the on-payroll date was backed up one week for Fall semester 2009 and will end one week early for Spring semester 2010 which results in a shift for Summer session 2010.

Faculty payroll dates for Summer session 2010 must be submitted as follows for payroll purposes:

Session	Start Date	End Date	Weeks
A	05/2/10	06/19/10	7
B	06/20/10	08/7/10	7
Full	05/2/10	08/7/10	14

### **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.

**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.**

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.

## ***RESEARCH (formerly coded as Summer Compensation)***

Employee Status Change Forms for those working on research projects are also due to Human Resources on **April 14<sup>th</sup>**. 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.

## ***PROCEDURES and DUE DATES***

### **Faculty, Staff and New Appointments**

**Please submit the appropriate documents to your respective Dean's Office by April 7, 2010 for verification and authorization as follows:**

**FACULTY ON CONTRACT** (Faculty who were on payroll for Spring semester 2010 and are being reappointed for Fall semester 2010)

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](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 Students**

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 2010 teaching are:

Session A     5/2/10 - 6/26/10 (8 weeks)

Session B     6/27/10 - 8/21/10 (8 weeks)

Full Session   5/2/10 - 8/21/10 (16 weeks)

**The Student Requisition/Status Change Forms (Pink Form) are due in the Graduate School by April 14, 2010 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.

**CODING**

**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%)

**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 (estimated fringe rate 16.2 %)  
P023T Temporary Faculty (fringe rate 10%)  
P053 Administrative Faculty (estimated fringe rate 38.6 %)  
P113 FT Administrative/Professional (estimated fringe rate 38.6 %)  
P113S FT Administrative/Professional - Soft funded (estimated fringe rate 38.6 %)  
P123 PT Administrative/Professional (estimated fringe rate 38.6 %)  
P543M Graduate Student - Master (estimated fringe rate 8.75%)  
P543D Graduate Student - PhD (estimated fringe rate 8.75%)  
P543H Graduate Student - Hourly (no fringes)  
P643 Undergraduate Student (no fringes)

**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 29<sup>th</sup>** and signed by an authorized person in your department. They must reach your Dean's office by **April 7<sup>th</sup>** for the Dean's signature, and are due in Human Resources by **April 14<sup>th</sup>**.

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 Session 2010, 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 8, 2010.

## **Summer Session 2010 Timeline**

March 8, 2010	Memo sent to Departmental Coordinators
April 7, 2010	Employee status change forms due in the Dean's Office for signatures
April 9, 2010	Last day to cancel a summer class
April 14, 2010	Employee status change forms due in Human Resources
April 14, 2010	Student status change forms due in Graduate School for signatures
May 10, 2010	Full Summer Session <i>and</i> Session A begins
May 13, 2010	Last day to drop Session A courses w/refund
May 19, 2010	Last day to drop Full Session courses w/refund
June 24, 2010	Session A ends
June 25, 2010	Session A final exam period
June 28, 2010	Session B begins
July 1, 2010	Last day to drop Session B courses w/refund
August 12, 2010	Full Session <i>and</i> Session B ends
August 13, 2010	Full Session, Session B exam period