Summer Appointments

Payroll Deadlines:
- May 10 – Provost Deadline for May payroll
- May 16 – Payroll Deadline for May payroll
- June 8 – Provost Deadline for June payroll
- June 14 – Payroll Deadline for June payroll
- July 6 – Provost Deadline for July payroll
- July 12 – Payroll Deadline for July payroll
- August 11 – Provost Deadline for August payroll
- August 17 – Payroll Deadline for August payroll

Regents Deadlines:
- March 3 for March 23-24 meeting
- April 21 for May 12-13 meeting
- June 2 for June 20-12 meeting

Summer Money Calculation:
9-month faculty salaries may be no more than one-ninth of the contract salary annual rate in a given month. The following is an example of how to calculate the amount of summer money a faculty can receive in May, June, July or August.

Calculating Salary for May and August
Annual Rate of Pay divided by 9, divide by 2
($55,000 / 9 = 6,111.11 / 2 =3,055.55 for May and August)

Calculating Salary for June and July
Annual Rate of Pay divided by 9
($55,000 / 9 = 6,111.11 for June and July)

Please use the budgeted rate for calculating summer money and not the annual rate of pay on JOB; the annual rate amount could reflect a blended rate depending on salary changes during the year. The budgeted rate is located in PeopleSoft on the JOB page under the 'compensation' tab.
Colleges are given the discretion of allowing July and half of August to be paid to faculty receiving ranked promotion increases at their new rate. These increases will not be updated on the budgeted rate until August 16th.

The capped 1/10th rate only refers to the amount a faculty may be paid by the college/department for teaching a course, this does not exclude them from receiving the balance of the 1/9th for the month from grants or other course offers.
Summer appointments:

9-month faculty summer teaching: Additional pay with earning codes of SUM – use 601105 account code

12-month faculty: Remain in their normal account code during the summer for teaching, research or administrative duties

GAs: GRAs are transferred to GTA position, if they are teaching. GTA position numbers should remain in 602505 account code.

Note: 631105 can be used for the grant account summer code if the departments want/need to track summer pay.

Request for Summer Funding:

The Budget Office has implemented a new web-based data entry system called the Teaching Load and Course Enrollment Management System (OTIS). The tool allows us to manage enrollment, request shared tuition support and one-time instructional support. We will use the new system for ALL of the Summer Session funding this summer.

OTIS deadline for summer:

- February 11 - Open for entries
- February 25 - Summer Session Courses loaded to OTIS
- July 1 – Final Summer Course list to Classroom Scheduling and in OTIS
- August 1 – OTIS closed to departments
- September 1 – OTIS closed to colleges
- September 15 – OTIS central final review and approval
- November – Distribution from central to colleges

* Please submit to Payroll as quickly as possible and not hold items until the deadlines