

2018 SUMMER PAYROLL PROCEDURES AND DEPARTMENTAL CONTACTS

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GENERAL PROCEDURES & RULES

These procedures are for payment to faculty and graduate assistants budgeted on academic payroll who also receive summer pay. All summer payroll will be submitted via electronic personnel document and paychecks will be generated directly from the payroll authorization process. Use of the personnel document will provide proper authorization prior to services being performed, assist in ensuring that payments are within prescribed limits and provide more detailed employee information.

Rules for Summer Payroll:

- Without exception, the maximum rate per summer pay period cannot exceed 11.111% of the employee's current academic year salary rate, allowing a maximum of 33.33% compensation for the entire summer period.
- An employee's summer salary rate cannot exceed their academic salary rate if continuing in the same or similar position.
- A personnel document must be prepared for all employees receiving summer pay. Electronic personnel documents must be marked "Complete" prior to the payroll deadline in order for the employee to receive a paycheck in that pay period.
- Maymester payroll needs to be funded and recorded in the current fiscal year 2018 since the session ends before June 30th, while the other summer sessions need to be funded in the 2019 fiscal year. A personnel document will be needed for Maymester payroll and a separate personnel document will be needed for the other summer session pay periods to set up the payroll authorizations in the appropriate fiscal year.

The summer pay periods and deadlines are as follows:

Pay Period	2018 Session Dates	Personnel Documents Complete By:	Pay Date
May Pay Period (FY18)	May 7 – May 31	May 18	May 31
June Pay Period (FY19)	June 1 – July 2	June 26	July 2
July Pay Period (FY19)	July 3 – July 31	July 24	July 31

Additional information on summer payroll procedures and departmental contacts are as follows:

COMPLETION OF PERSONNEL FORM – Budget Office

706-542-2802

Summer personnel documents for the **May Pay Period** can now be processed and will need to be fully approved by the **Payroll deadline of May 18, 2018**. Summer documents for the **June and July Pay Period** can be prepared beginning **April 1, 2018**.

- Personnel documents require approval from multiple offices so departments should allow sufficient time for complete approval of the personnel document by the payroll deadline.
- Summer personnel documents for the **May Pay Period** will be prepared using the **current fiscal year (FY2018)**. Personnel documents prepared for the **June and July Pay Period** will be prepared as **new fiscal year** documents (**FY2019**).
- Summer positions cannot be combined with other types of positions on the personnel.
- Only one set of payroll authorization dates are allowed on summer personnel documents for the May Pay Period using the current fiscal year. The other summer sessions need to be funded in the 2019 fiscal year. Two sets of payroll authorization dates will be allowed on summer personnel documents for the June and July Pay Periods. The dates for each should correspond to the pay period dates for the May, June, and July pay periods listed above. Per university policy, the total amount paid for each of these pay periods cannot exceed 11.111% of the employee's annual salary rate.
- If the personnel document setting up an employee for summer pay is not fully approved by the payroll deadline, no paycheck will be issued for that period. A new personnel document to record the missed payment as *Backpay* will be required. (**Reminder: Use reason code SB for Summer Backpay**)
- If a personnel document was completed to set up an employee for summer pay and it is determined that no pay should be received, a new personnel document is required to zero out the amounts that had previously been authorized.
- **PERSONNEL DOCUMENT EXAMPLES:** Choose the link to "Summer Personnels in WebDFS" at http://busfin.uga.edu/budgets/pdf/summerschool_Instructions_2019.pdf

Short titles for summer graduate positions are GA S, GRA S, GTA S, and GLA S for graduate assistants, graduate research assistants, graduate teaching assistants, and graduate lab assistants, respectively. SS FA short title will continue to be used for faculty positions.

Reports will be available that indicate the payroll amounts to be issued to employees for each summer pay period and the accounts to be charged. Departments should review these reports prior to each payroll run and make adjustments as necessary by completing a new personnel document.

PAYROLL DEADLINES, PAYCHECKS, AND BACKPAY – Payroll Office

706-542-6971

Payments for each summer session should be entered in the appropriate pay period of the personnel as follows:

Session	Session Dates	Payroll Authorization columns on personnel		
		05/07-05/31/18	06/01-07/02/18	07/03-07/31/18
Maymester	05/07-05/31/18	X		
Extended Session*	05/07-07/31/18	X	X	X
Thru Session**	06/01-07/31/18		X	X
Short Session I	06/01-07/02/18		X	
Short Session II	07/03-07/31/18			X

*Summer personnel documents for the May Pay Period will be prepared using the current fiscal year (FY2018). Personnel documents prepared for the June and July Pay Period will be prepared as new fiscal year documents (FY2019) per instructions on p. 2.

** Faculty members teaching courses in the Thru Session should be paid 50% of their term salary in Short Session I and 50% in Short Session II

As noted in the General Procedures & Rules above, electronic personnel documents must be marked "Complete" prior to the payroll deadline in order for the employee to receive a paycheck on the pay date for that pay period. If a personnel document is received after the payroll deadline, Payroll will return it to the initiating department to change the amount for the current summer session to back pay for that session. The employee will be back paid that amount on the **next** summer session pay date.

FACULTY APPOINTMENTS AND REAPPOINTMENTS – Office of Faculty Affairs

706-542-0547

UGA policies and procedures related to faculty appointment and reappointment documentation are applicable during the summer session. Complete hiring proposals submitted through Faculty Jobs for new faculty must reach the Office of Faculty Affairs 30 days **prior** to the employment effective date and require final approval of the Provost. Hiring proposals require approval from multiple offices so departments should allow sufficient time for processing.

NEW ACADEMIC CONTRACT FACULTY PAID ON SUMMER PRE-CONTRACT:

Additional information for new FY19 academic contract faculty paid as "Pre-Contract" on summer payroll are as follows:

- *New Faculty Hiring Proposal:* Submit the complete new hiring proposal in Faculty Jobs for processing/approval at least 30 days prior to the respective summer payroll deadline. Please include both personnel for summer payroll session date(s) AND personnel for academic year contract dates.
- *Summer Salary Rate:* No reduction of salary rate for summer payroll.
- *Offer Letter:* Letter should include "Summer School Salary" bullet that explains benefits eligibility during the summer pre-contract period, located on page 3 of the faculty offer letter template available at <http://provost.uga.edu/index.php/faculty-affairs/faculty-offer-letter-template>
- *Employee Benefits* (Contact=HR Employee Benefits at 706-542-2222): Any new FY19 academic contract faculty member who receives a summer pay prior to full-time

employment in the fall term should not be treated in any way that results in this faculty member being placed in any permanent benefits program. The selection of benefits options that goes with regular employment should take place only when the faculty member is full-time, usually at the beginning of the fall semester. Under exceptional circumstances, the Provost may grant an exception to allow benefits eligibility during the summer pre-contract period.

EMPLOYMENT OF UGA/USG FACULTY RETIREES – Office of Faculty Affairs

706-542-0547

There are no changes to UGA policies and procedures for employment of UGA/USG faculty retirees during the summer session. President's final approval must be received prior to employment. For complete information on employing UGA/USG retirees, see http://www.busfin.uga.edu/forms/uga_usg_retirees.pdf.

GRADUATE STUDENT EMPLOYMENT REQUIREMENTS – Graduate School Business Ofc

706-542-6123

There are no changes to UGA policies for employment of graduate assistants during the summer session. All summer personnel documents for graduate assistants (GA S, GLA S, GRA S, & GTA S) will flow through the Graduate School for approval. **Note:** All students being paid on a graduate assistantship during the summer must be registered for nine (9) **graduate** credit hours prior to submitting the personnel to the Graduate School. Any personnel document submitted to the Graduate School for a student who is not registered for nine (9) credit hours or who is being paid more than 50% of their annual salary will be returned to the initiator. For more information, contact the Graduate School Business Office at 706-542-6123.