

2019 SUMMER PAYROLL PROCEDURES AND DEPARTMENTAL CONTACTS

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GENERAL PROCEDURES & RULES

These procedures are for payment to faculty and graduate assistants paid on academic payroll who also receive summer pay. For 2019, instead of using a WebDFS personnel form, all summer payroll will be submitted via a spreadsheet/template process that is outlined in detail on page 2. This is the same process used by other USG institutions in prior years.

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. Graduate Students are limited to 50% of this.
- Any continuing part-time or limited term faculty who do not have a new letter of agreement or offer letter on file in OFA by the template deadline will be struck from the template.
- An employee’s summer salary rate cannot exceed their academic year salary rate if continuing in the same or similar position.
- Summer Pay Templates (original spreadsheet submissions and Summer Pay Correction Forms) are the only way to initiate pay for academic year employees over the summer.
- One spreadsheet template per Intermediate Unit for summer faculty and graduate students will need to be submitted by 5pm on the template deadline date as listed on the table below.
- May and June pay dates will be funded and recorded in the current fiscal year, 2019. The July pay date will be funded and recorded in the 2020 fiscal year.

| Semester | 2019 Session Dates | Pay Period | Fiscal Year | Template Deadline | Pay Date |
|--|-----------------------|---------------|----------------|----------------------|----------|
| Maymester | May 13 – June 6 | May | 2019 | April 30 | May 31 |
| Extended | May 13 – August 2 | May | 2019 | April 30 | May 31 |
| | | June | 2019 | May 31 | June 28 |
| | | July | 2020 | June 28 | July 31 |
| Thru | June 7 – August 2 | June | 2019 | May 31 | June 28 |
| | | July | 2020 | June 28 | July 31 |
| Short Session I | June 7 – July 5 | June | 2019 | May 31 | June 28 |
| Short Session II | July 6 – August 2 | July | 2020 | June 28 | July 31 |
| ** 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 | | | | | |

SUMMER PAY SUBMISSION PROCEDURES

New Hires for Summer Work:

Any new hires for summer work/payroll will need to follow standard hiring processes, including all faculty review requirements. Schools/colleges/units can begin those processes now. OFA recommends submitting hiring proposals at least 6-8 weeks/45 days prior to start date as there are multiple approval levels for hiring proposals prior to it reaching OFA. The final deadline for a hiring proposal to reach OFA level is 30 days prior to the start date.

FACULTY REAPPOINTMENTS – Office of Faculty Affairs 706-542-0547

Part-Time and Limited Term Faculty Continuation documents must be received by OFA no later than the template deadline for the pay period. These should be submitted in the following manner:

- If currently employed on spring academic payroll, then a new summer part-time letter of agreement or limited term offer letter with EOO approval letter must be emailed to facultyaffairs@uga.edu by template deadline of the corresponding summer pay period.
- If there has been a break in employment, the unit will need to rehire the part-time or limited term faculty member through UGAJobs. Ideally, the hiring proposal should be approved by the template deadline of the corresponding summer pay period. In most cases, a new summer part-time letter of agreement or limited term offer letter with EOO approval will be the only supporting documents needed for the hiring proposal for these reappointments.

NEW ACADEMIC CONTRACT FACULTY PAID ON SUMMER PRE-CONTRACT:

Additional information for new FY20 academic contract faculty paid as “Pre-Contract” on summer payroll are as follows:

- *New Faculty Hiring Proposal:* Submit the completed new hiring proposal in UGAJobs for processing/approval at least 45 days prior to the employment start date.
- *Summer Salary Rate:* No adjustment 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
 - <https://provost.uga.edu/faculty-affairs/faculty-offer-letter-template/>
- *Inclusion in Payroll Spreadsheet requests:* New Academic year contract faculty to receive summer pre-contract pay should be included in your spreadsheet submission. •

Budgetary Impact:

The budgetary impact of a given payroll is based on semester pay dates and summer 2019 pay dates have already been assigned to specific fiscal years (see https://busfin.uga.edu/payroll/2019_Summer_School_pay.pdf).

Any overdrafts resulting from summer school payroll expenses will be treated like any other budget overdraft and overspent funds will be returned to UGA’s central office in FY2020. There will be no requirement to request approval to overdraft due to summer payroll or to advise that summer payroll will create an overdraft.

Accounting Notes:

Summer pay will not encumber and will show as accounting actuals after the monthly payroll process has closed.

Combo Codes are used in the Summer Templates. Units and Departments should ensure that Combo Codes are appropriate for the type of work being compensated, including Research, Instruction, Administration, etc.

Summer Pay Submission Sheet:

The Spreadsheet Template to be completed for all employees receiving summer pay will be located at <https://provost.uga.edu/faculty-affairs/summer-payroll-procedures/>

Each intermediate school/college/unit should complete a separate spreadsheet for May, June and July payrolls, as applicable. The following file naming convention should be used:

- UGA Summer Pay_ *Unit Name* _May
- UGA Summer Pay_ *Unit Name* _June
- UGA Summer Pay_ *Unit Name* _July

To assist in completing the spreadsheet, please refer to the first tab of the spreadsheet.

Once complete, files should be routed for processing by the deadline via Send Files to oneusgsupport@uga.edu by the Unit's Project Coordinator. Submission of the file implies that all internal and cross-departmental approvals have been completed.

Only one spreadsheet per Intermediate Unit, usually a college or VP Unit, however designated by the appointment of a Project Coordinator will be accepted for each Summer pay period.

Project Coordinator listing: https://onesource.uga.edu/resources/project_coordinator/

Spreadsheets that have been altered in any major way and do not contain original required columns (as defined in the instructions tab) will not be accepted, will be returned to the school/college/unit and will need to be resubmitted by the deadlines in order to be processed. To assure compliance with USG and UGA policies:

- Part Time and Limited Term faculty will be reviewed by Faculty Affairs.
- Graduate Students will be reviewed by the Graduate School

Changes After Spreadsheet Submission:

Any changes to a submitted template, or to add an employee, then a Summer Pay Submission Change Form is required. The Change Form should be completed and submitted using the Ad Hoc Salary Request submission in Manager Self Service in OneUSG Connect by the Departmental System Manager. These will follow the normal departmental approval processes through MSS. These forms will be accepted throughout the month and will be processed as received based on payroll deadlines. The Summer Pay Submission Change Form is available from <https://provost.uga.edu/faculty-affairs/summer-payroll-procedures/>

A copy of the completed Part Time and Limited Term agreements should accompany the submission of the Summer Pay Submission Change Form to facilitate faster review and approval.

Payroll Processing:

All summer payroll will be processed through OneUSG Connect as Additional Pay. In May, employees should receive two separate direct deposits and/or paychecks to reflect their normal payroll and the Additional Pay. All paychecks will be issued on the monthly payroll processing dates. Retirement, TRS/ORP, will be deducted if the work is part of the employee's normal work responsibilities.

Validation:

While units should be processing Summer Payroll only for individuals in their schools/colleges/unit home departments, there is no way prior to the payroll upload in the system to validate entries for an employee. Payroll and business officers should coordinate on their own pertaining to joint funded/appointed summer payroll. In addition, Graduate Students may also be working for more than one department All summer salary guidelines and limits must be kept even in these conditions.

The System Manager report *Projected Addl Pay-Pay Period* is available to indicate the payroll amounts to be issued to employees for each summer pay period and the combo codes to be charged. Departments should review these reports prior to each payroll run and make adjustments as necessary by completing a Summer Pay Submission Change Form and submitting through the Request Ad Hoc Salary change process. Final data loaded from the spreadsheets and processed Change Forms should be available by the 20th of each month

OTHER PAYROLL DEADLINES, PAYCHECKS, AND BACKPAY – Payroll Office

706-542-6971

Processing prior to Summer Payroll requests:

Departments need to process the following actions for individuals prior to May 1st:

1. Terminations for Graduate Assistants, Full Time, Part-time and Limited term Faculty with assignments ending in May (effective last day worked as May 31st.)
2. Request a “return from short work break” for Graduate Students that are Monthly paid (not Academic pay) to enable payroll for June and July

Central UGA HR will be processing all remaining academic employees (Graduate Assistants (18G), Academic Full Time Faculty (18F) and Academic Part Time or Academic Limited Term Faculty (18P)) to return them from Short Work Break on 6/1/19 and set their compensation rate to \$0 in preparation for additional pay for June and July payroll.

Summer Pay Submission Change Forms that are not received and processed in time for the normal payroll will be processed as Retro Pay. There is no need to submit additional forms. Retro Pay (Back-pay) will be processed in the next summer payroll cycle. Retro pay for July’s payroll will occur with the first academic payroll processing, August 30, 2019.

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

706-542-0547

UGA policies and procedures should be followed for employment of UGA/USG faculty retirees during the summer session. For complete information on employing UGA/USG retirees, see <https://provost.uga.edu/faculty-affairs/part-time-retirees/>. President’s final approval must be received prior to employment. These individuals should NOT be included in the Summer Payroll Spreadsheet/Template process.

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. Summer Pay Submission Sheets for graduate assistants (18G) will be reviewed by the Graduate School for approval.

- All students being paid on a graduate assistantship during the summer must be registered for nine (9) **graduate** credit hours prior to submitting the Summer Pay Request.
- The maximum rate per summer pay period cannot exceed 50% of 11.111% (ie. 5.555%) of the student's current academic year salary rate, allowing a maximum of 50% of 33.33% (ie. 16.66%) compensation for the entire summer period.
- Any Graduate Assistant who does not meet the guidelines above will be removed from the template and the department will need to submit a Summer Pay Submission Change Form to pay that individual once requirements have been met. For more information, contact the Graduate School Business Office

SUMMER PAY PROCESSING FOR OTHER EMPLOYEE PAY TYPES:

Coming Soon! Human Resources will provide additional information to units regarding student employment and summer camp processing in the near future. Information will be added to this procedure document as soon as details are available.

GETTING ASSISTANCE:

If you have any question, reach out for support by contacting oneusgsupport@uga.edu