2020 SUMMER PAYROLL PROCEDURES
AND DEPARTMENTAL CONTACTS (Updated 05/20/2020)

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GENERAL PROCEDURES & RULES

These procedures are for payment to part-time, limited term, and full-time faculty paid on academic payroll (e.g. M10 schedule) who also receive summer pay. Summer 2020 Academic Payroll, with a few exceptions, will be submitted via a new component in OneUSG Connect. This process will ensure earnings for the summer payments will be properly categorized and captured.

Rules for Summer Payroll:
- The dollar amount for each month of summer pay cannot exceed 11.1111% of the faculty member’s current AY20 salary rate (1.0 FTE), allowing for a maximum of 33.3333% compensation for the entire summer period.
- Any continuing part-time or limited term faculty member who does not have a new part-time letter of agreement or offer letter on file in OFA by the deadlines will be removed from the payroll.
- The Summer Pay process (OneUSG Connect Summer Pay Component and Summer Pay Exception Process) are the only ways to initiate summer pay for academic year faculty.
- Entries in the Summer Pay Component will need to be submitted by 5pm on the deadline date, as listed on the table below:

<table>
<thead>
<tr>
<th>Dates for OneUSG Connect Summer Pay Component Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester</td>
</tr>
<tr>
<td>----------</td>
</tr>
<tr>
<td>Maymester</td>
</tr>
<tr>
<td>Extended Session</td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
</tr>
<tr>
<td>Thru Session*</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Short Session I</td>
</tr>
<tr>
<td>Short Session II</td>
</tr>
</tbody>
</table>

* 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

Note: May and June pay dates will be funded and recorded in the current fiscal year, 2020. The July pay date will be funded and recorded in the 2021 fiscal year.
Entries submitted via a Summer Academic Payroll Exception Form (guidelines below) should be submitted by 5pm on the deadline date, as listed on the table below:

<table>
<thead>
<tr>
<th>Semester</th>
<th>2020 Session Dates</th>
<th>Pay Period</th>
<th>Fiscal Year</th>
<th>HR/Payroll Deadline**</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maymester</td>
<td>May 13 – June 4</td>
<td>May</td>
<td>2020</td>
<td>May 15</td>
<td>May 29</td>
</tr>
<tr>
<td>Extended Session</td>
<td>May 13 – July 29</td>
<td>June</td>
<td>2020</td>
<td>June 17</td>
<td>June 30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>July</td>
<td>2021</td>
<td>July 16</td>
<td>July 31</td>
</tr>
<tr>
<td>Thru Session*</td>
<td>June 5 – July 29</td>
<td>June</td>
<td>2020</td>
<td>June 17</td>
<td>June 30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>July</td>
<td>2021</td>
<td>July 16</td>
<td>July 31</td>
</tr>
<tr>
<td>Short Session I</td>
<td>June 5 – July 2</td>
<td>June</td>
<td>2020</td>
<td>June 17</td>
<td>June 30</td>
</tr>
<tr>
<td>Short Session II</td>
<td>July 6 – July 30</td>
<td>July</td>
<td>2021</td>
<td>July 16</td>
<td>July 31</td>
</tr>
</tbody>
</table>

* 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

Note: May and June pay dates will be funded and recorded in the current fiscal year, 2020. The July pay date will be funded and recorded in the 2021 fiscal year.

** Best practice is to have all necessary approvals by this deadline; anything that is not approved by this deadline may not be processed until the next monthly on-cycle payroll process, however, Payroll will attempt to process it as soon as possible

SUMMER PAY SUBMISSION PROCEDURES

The standard procedure for submitting Summer Pay amounts will be via the Summer Pay page in the OneUSG Connect Summer Pay Component. This page will collect the summer pay amounts and funding combo code(s) for each payroll month during the Calendar Year 2020 Summer. This information will be used to populate Additional Pay which will be included with the on-cycle payroll process.

The Exception Process for Summer Pay will utilize an Exception Form to provide the summer amount(s) and funding combo code(s) to payroll. The Departmental System Manager will submit the Exception Form via the Manager Self Service Request transaction in OneUSG Connect. The Exception Form should be attached to the MSS Request transaction and will follow the workflow to obtain authorization. The Summer Pay Submission Exception Form is available from https://provost.uga.edu/faculty-affairs/summer-payroll-procedures/.

Exceptions and Changes:
There are a few exceptions to utilizing the standard OneUSG Connect Summer Pay Component functionality:

1. New Summer Hires
   a. See next section (Faculty Hired for Summer Session) for more details;
   b. For the purposes of this section, New Hire refers to someone who was not already in OneUSG Connect prior to May 2020 and seated in the position for which they will receive Summer Pay;
   c. For Part Time and Limited Term faculty, a copy of the completed summer part-time letter of agreement or limited term offer letter should accompany the submission of the Exception Form to facilitate faster review and approval.

2. Cross Departmental Faculty (Applicable for full-time (1.0 FTE) regular faculty)
   a. Suggested best practice for cross-departmental faculty summer assignments or funding arrangements is for the Home Department to process all entries for the faculty member, including entries “on behalf of” the non-Home Department or using the alternate
department’s funding. If this option is not available, the non-Home Department may submit an Exception Form as an HRWEB Ticket to request central HR to submit the exception via MSS request. Summer Academic Payroll guidelines, including the 11.1111% limits, remain in place no matter the processing method.

3. Changes needed after payroll has run
   a. For Retro Pay (Backpay) submit an Exception Form. These will follow the normal departmental approval processes through MSS, accepted throughout the month, and will be processed as received based on payroll deadlines. It is recommended that the Exception Forms are submitted in time to receive all necessary approvals by the HR/Payroll deadline to ensure payment in the current month. Processing should follow normal payroll deadlines and pay out on the following monthly payroll date.
   b. If an employee has been overpaid for one of the summer pay sessions, an Overpayment Request must be submitted to correct the payment.
   c. If the redistribution of summer school payroll expenditures is needed after the payroll has posted to the general ledger, a Manager Self Service Express Direct Retro should be submitted in OneUSG Connect. EDR processing is subject to end of year deadlines.

**Payroll Processing:**
Regardless of the entry method, all summer payroll will be processed through OneUSG Connect as Additional Pay. In May, faculty who worked both Spring Semester and Maymester should receive two separate direct deposits and/or paychecks to reflect their Regular Pay and the Additional Pay. All pay will be issued on the normal monthly payroll processing dates. Retirement, TRS/ORP/GDCP, and appropriate taxes will be deducted.

**Validation:**
While units should be processing Summer Payroll only for individuals in their schools/colleges/units, the final validation of entries for a faculty needs to be completed at the same time as other monthly payroll validation. Payroll and business officers from different units should coordinate with each other regarding joint funded/appointed summer payroll. In addition, all summer salary guidelines and limits must be kept even in these conditions.

Existing monthly validation queries should be run once pay sheets are created for the month. These include:

- 180_EE_ADDL_PAY - Employees with Additional Pay (Workforce Administration group)
- 180_PY_ACTIVE_ADDL_PAY- Additional Pay Review (Payroll group)
- 180_PY_MO_PAYROLL_VALIDATION - Validate Monthly Pay

New Summer Pay queries will be available for determining maximum summer amounts and reviewing the entries made through the Summer Pay Component. These queries may be run at any time.

- 180_PY_SUMMER_PAY_QUERIES – Summer Pay Queries (Payroll group)

Departments should review the Summer Pay queries prior to each payroll run and adjust as necessary (See Above)
FACULTY HIRED FOR SUMMER SESSION

Any new hires for summer work/payroll will need to follow standard hiring processes, including all faculty review requirements. 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. If any of your faculty new hires (pre-contract hires or PT/LT reappointment/continuation) do not appear in the OneUSG Connect Summer Pay Component, please follow the Exception Process for summer pay.

Additional information for new **AY21 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 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/
- **Utilize the Exception Form:** New Academic year contract faculty to receive summer pre-contract pay need to be processed using the Exception Form.

The deadline for submitting **Part-Time and Limited Term Faculty Continuation** documents is 30 days prior to the employment start date. These should be submitted in the following manner:

- If already in OneUSG Connect prior to May 2020 and seated in the position for which they will receive Summer Pay, 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 30 days prior to the summer employment start date of the corresponding summer pay period(s). Units should follow the standard summer payroll procedure utilizing the OneUSG Connect Summer Pay Component.
- If individual is not active in OneUSG Connect, the unit will need to rehire the part-time or limited term faculty member through UGAJobs. The hiring proposal should be approved prior to the employment start date 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. Once the hiring proposal is fully approved, units should follow the Summer Pay Exception process for pay.

When reviewing job data for faculty new hires (pre-contract hires or PT/LT reappointment/continuation) you will notice the job compensation rate will be set to $0 during summer months. This is done to ensure they are not also paid on standard monthly payroll as well as summer additional pay, resulting in an overpayment.

**BUDGETARY IMPACT**

The budgetary impact of a given payroll is based on semester pay dates, and summer 2020 pay dates have already been assigned to specific fiscal years (see Summer Pay Dates Matrix above). 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 FY2021. 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 Process. Units and Departments should ensure that Combo Codes are appropriate for the type of work being compensated, including Research, Instruction, Administration, etc.

Any new Combo Codes needed for Summer Pay should follow the standard request process and will not appear in the Summer Pay Component until fully approved.

OneUSG Summer Pay Component:

Below you will find a description of the Summer Pay business process. A Visio diagram has been provided at the end of this document that provides a visual representation of the process.

- Users begin by using the Summer Faculty Query to retrieve information to submit summer pay.
- Using the OneUSG Connect Summer Pay Component, the users can submit summer pay for their faculty employees.
- If the scenario requires use of the exception process, the user should follow the instructions above and the instructions provided on the exception form.
- Validate the summer pay during payroll processing.

Links to additional resources can be found at https://provost.uga.edu/faculty-affairs/summer-payroll-procedures/

OTHER PAYROLL DEADLINES, PAYCHECKS, AND BACKPAY – Payroll Office 706-542-6931

Processing Prior to Summer Payroll:

Prior to May 1st, units should confirm short work breaks for faculty paid on academic payroll have an appropriate effective date of 6/1/2020 and should process terminations for Full Time, Part-time and Limited term Faculty with assignments ending in May (effective last day worked as May 31st) utilizing the existing MSS Termination transaction. This will then allow central UGA HR, working with USG, to process job entries for all remaining faculty paid on academic payroll that convert their 6/1 Short Work Break (SWB) entry to a Conversion for Summer row (CNV/SUM) and set their compensation rate to $0 in preparation for additional pay for summer payroll.

EMPLOYMENT OF OTHER EMPLOYEE PAYROLL TYPES:

UGA/USG FACULTY RETIREEs – These individuals should NOT be included in the Summer Payroll process, even if they appear available in the OneUSG Connect interface.
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.
GRADUATE ASSISTANTSHIPS IN SUMMER – These individuals should NOT be included in the Summer Payroll process.
Graduate School Business Office 706-542-6123 UGA policies and procedures should be followed for employment of Graduate Assistant (18G) positions during the summer session. For a matrix on employing UGA/USG Graduate Assistantships, see https://hr.uga.edu/_resources/pdf/Graduate-Assistant-summer-employment-matrix.pdf.

GETTING ASSISTANCE:

- Reminder: you can reach out to your Human Resource Contacts (Pods) for position management needs.
- Training materials, including a presentation, tutorial, and important links, can be found in the OneSource Training Library (OneUSG Connect > Summer Pay)
  - Course
  - Tutorial
- If you have any questions, reach out to us for support by contacting oneusgsupport@uga.edu
Summer Pay Process

Start

- Run Summer Faculty Query to Get Info

End

- Validate Summer Pay

Either Dept

- Paid From Home Department?
  - No
    - Request Home Department to Submit SUM amount on behalf of Summer Dept
  - Yes
    - Prior to Monthly Deadline?
      - No
        - Submit MSS Request with Exception Form Attached
      - Yes
        - Enter Summer Pay via Online Summer Pay Component

Home Department

- Submit MSS Request with Exception Form Attached

Central HR

- Submit MSS Request with Exception Form Attached

Submit via HRWeb Ticket

Request is processed through Workflow Approvals
# 2020 Summer Pay Decision Matrix

<table>
<thead>
<tr>
<th>Scenario</th>
<th>New Summer Pay page</th>
<th>Exception Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer pay/continuation of Spring position</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>“Borrowed” faculty(^1) working for different department than during the Spring</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>Change previously entered amount but prior to the monthly deadline (e.g. before the May deadline of 5/19/20 for summer pay submissions, change Maymester amount from 2,000 to 2,500)</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>Add a new amount for a previously $0 amount (e.g. filled in a Maymester amount but left June at $0)</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>Split funding for a previously entered amount but prior to the monthly deadline (e.g. June was originally funded by only one combo code but now needs to be split between two combo codes)</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>Faculty new hire for Summer session(s) only (e.g. Start date = June 1)</td>
<td>?</td>
<td>Yes (^2)</td>
</tr>
<tr>
<td>Retro-pay (Back-pay) for a month after that payroll has been processed (e.g. pay Maymester on June pay check)</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>Part-Time Faculty hired for summer and starting with the beginning of Maymester</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>Pre-Contract Academic Contract Faculty</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>Change funding for payroll expense after the payroll has already been processed; this needs to be done through the normal EDR process</td>
<td>?</td>
<td>?</td>
</tr>
</tbody>
</table>

**Legend:**

- ? - Yes
- ? - No

1 – There are two ways for the summer department to get the faculty’s summer pay into the Summer Pay page if within the normal entry deadline:

- Option 1: Request the Home department enter the information on the summer department’s behalf
- Option 2: Submit a ticket requesting the Central HR enter the summer pay information

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\(^1\) There is no need to submit a ticket for the above scenario.

\(^2\) Alternative: Faculty can request the home department enter the information on their behalf.