Summer PAF Training

Michele Mullings-Shand

Summer Appointment Eligibility

The following types of positions are eligible for summer appointments:

- Faculty
- Others with academic year appointments

Summer appointments cannot be created for assignments with 12 month appointment lengths. This is not to be confused with faculty and others with NT AY Pd 12.

Summer starts 13-May-2024 and ends 21-Aug-2024.

Information Needed Before Starting

- Effective Date (Cannot be earlier than 13-May-2024 and must end no later than 21-Aug-2024.)
- Employee UID.
- Dates of the summer appointment.
- Percent of time. Note: 100% is at least 40 hour per week. For additional information, please visit <u>Faculty Appointment</u> <u>Percent of Time</u>.
- Salary to be paid.
- Name of the project director/principal investigator.
- Summer Declaration Form Completed by the Faculty. This can be found at https://hrs.uni.edu/paf/smo
- Account numbers
- Information at HRS's website https://hrs.uni.edu/paf/summer-grants-contracts

Month	Number of Working Days	Max Summer Days	Max Salary	Daily Rate	Session Dates
May	23	15	(15/23) x AY Cash Salary / 9	1/9 Salary / 23	May only - Summer May
June	20	20	AY Cash Salary / 9	1/9 Salary / 20	June only - Summer June
July	23	73	AY Cash Salary / 9	1/9 Salary / 23	July only - Summer July
August	22	15	(15/23) x AY Cash Salary / 9	1/9 Salary / 22	Other - Summer Appointment

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Percent of Time

Summer effort is expressed as a percentage. This is determined by by dividing the total number of days working on the grant by the number of days covered by the PAF

Example

Working 5 days from May 13, 2024 to May 31,2024 on 2 grants.

PAF effective date: May 13, 2023 PAF end date: May 31, 2023

Number of working day covered by the PAF: 15

Number of days working 5

Percent of time: (5/15)*100 = 33.33

Notes: In most situations a faculty member cannot have 100% (FTE) on grant(s) on any PAF.

Salary to be Paid

The time is split 3 days on Grant A and 2 days on Grant B

Faculty academic year salary: \$75000

Salary to be paid by **Grant A** (75000/9)* (3/23) =\$1087 Salary to be paid by **Grant B** (75000/9)* (2/23) = \$725

Note: The academic year salary used for calculating summer salary is the previous academic year salary e.g. If working in August 2024 then you will use the 2023-2024 salary

Labor Distribution (LD) Percent

Salary to be paid by **Grant A** (75000/9)*(3/23) = \$1087.00Salary to be paid by **Grant B** (75000/9)*(2/23) = \$725.00Total salary is \$1087.00 + \$725.00 = 1812.00

LD percent for **GRANT A** =(1087/1812)*100=60.00%LD percent for **GRANT B** =(725/1812)*100=40.00%

Note: LD percentage must equal 100%

PAF Dates

Effective date of the PAF: This is the day the work starts.

Alternate distribution start date: This should be the same as the effective date

Alternate distribution end date: This is usually the end date of the month.

If the PAF is being created after the corresponding payroll the LD will default to the next Payroll e.g. creating a May PAF in June.

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Extra Information										

Miscellaneous Notes

- RSP prefers if the Faculty's department create the PAF
- In most cases having one PAF per summer month is best
- If the faculty is not teaching for a grant the non-summer session dates should be used.
- If a there is summer effort the day before and the day after a holiday. The employee will be paid for the holiday.
- If the PAF is for the PI/PD then enter the department head as PI/PD on the PAF.
- Summer Change PAF's are needed when the amount to be paid changes or the paying account changes after a PAF is processed. Contact me if you need to create one as they are a little more complicated than regular LD change PAF's

Workday (UNI Works) Topics

- July and August Summer appt.
- Look at all your accounts to make sure no LD changes or JE's are needed

Questions