

# Summer PAF Training

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## **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 [Faculty Appointment Percent of Time](#).
- 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/smo> and <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	23	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

**University of Northern Iowa**  
**2023 Faculty Summer Work Declaration Form**

(Must be attached to all summer PAFs. If you need more space, please complete two forms.) Summer work must be in compliance with University Policy 4.41.

Faculty Name: \_\_\_\_\_ Faculty ID#: \_\_\_\_\_ Faculty Home Department: \_\_\_\_\_ Date: \_\_\_\_\_

**SUMMER TEACHING:** Please list summer class/classes you will be teaching, along with course number and session dates. Please consult <http://www.uni.edu/hrc/paf/summer-percent-time> to view complete university policy regarding the calculation of percentage of time in the summer term.

Abbreviated Course Name:	Course / Section Number:	Class or Session Dates:	Number of Credits:	Online & Dist. Ed funding? (yes/no)	Study Abroad (yes/no)	Percentage of Time	Amount \$
<input type="checkbox"/> Guided Independent Study with Online & Distance Ed.							
<input type="checkbox"/> Non-Standard Teaching (Readings, Research, Independent Study, etc.)							

**ADDITIONAL SUMMER WORK:** Please select what additional types of summer work you plan to complete and provide details on dates, work duties, and compensation.

**Summer Research Fellowships per Faculty Handbook 4.16** (Note: Recipients may generally not have another assignment [teaching, grant work, etc.] during their Fellowship period. If recipients have Fellowship-related additional funding, they must contact the Graduate College.)  
 4 week:  May 16 – June 10  June 13 – July 8

**Research & Sponsored Programs - Grants**

Name of Grant:	Start Date:	End Date:	Percentage of Time:	Amount \$:

**Include the Fund number**

Faculty members working on sponsored projects are generally expected to be onsite unless their research requires off-site activities. As an academic year faculty, you do not accrue paid vacation. If you take vacation during the summer, it must occur during the time you are not being compensated on the sponsored project. When you are committed full-time to a sponsored project or projects you should not spend time on other unrelated activities e.g. writing proposals for future funding, traveling on business not related to that sponsored project(s), preparing for classes, attending university meetings, unless these activities are allowable expenses on the particular source of funds. You will be required to certify on the summer Personal Activity Report (effort report) that you worked on the sponsored project during the period for which you received summer salary and for the amount of time for which you were compensated.

**Summer Camps\*** (camps being paid for by grants should be listed above, under "Research & Sponsored Programs").

Name of Grant:	Start Date:	End Date:	Percentage of Time:	Amount \$:

\*Background check required per policy 13.21

**ADDITIONAL SUMMER WORK (cont.):** Please select what additional types of summer work you plan to complete and provide details on dates, work duties, and compensation.

**College or Departmental Research / Creative Activity Support:**

Name of Activity:	Start Date:	End Date:	Percentage of Time:	Amount \$:

**Other:**

Name of Activity:	Start Date:	End Date:	Percentage of Time:	Amount \$:

**Approved Summer Orientation:** Check which days you will be working for summer orientation

6/6	6/9	6/12	6/13	6/16	6/20	6/22	6/23	6/26	6/27	7/6	7/7	7/10	7/11	7/31	8/14
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Transfer Orientation & Registration:** Check which days you will be working for transfer orientation & registration

4/21	4/28	6/5	6/15	6/28	7/13
Virtual <input type="checkbox"/>	Virtual <input type="checkbox"/>	Virtual <input type="checkbox"/>	Virtual <input type="checkbox"/>	Virtual <input type="checkbox"/>	Virtual <input type="checkbox"/>

**Advisor Training:** Select all that apply.

Advisor Training (3 hours each)	5/24	5/25
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

By initialing the box to the left, I (the faculty member listed above) certify that as of the date on this declaration form, this is the total of my summer work. Should another appointment arise after I have completed this form, I will resubmit the form to include the additional information.

By initialing the box to the left, I (the home department head) have reviewed the summer work activities of the faculty member noted and certify that it is in compliance with University Policy 4.41. \*DH - see below if Online & Distance Ed is paying for a portion of this faculty member's work.

\* Faculty members should forward this completed form to their department head for approval. Once approved, if Online & Distance Education will be paying for the faculty member, the department head should forward this form to [online@uni.edu](mailto:online@uni.edu).

This form must be attached to the summer PAF.

An electronic copy should be kept on file in the department office.

## Percent of Time

Summer effort is expressed as a percentage. This is determined 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**  $(75000/9) * (3/23) = \$1087.00$

Salary to be paid by **Grant B**  $(75000/9) * (2/23) = \$725.00$

Total 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.

PAF # - BMO  
Assignment #

UNIVERSITY OF NORTHERN IOWA  
PERSONNEL ACTION FORM  
SUMMER & OTHER SESSION APPOINTMENT

Preparer: C  
Preparer Email: @uni.edu  
Preparer Phone: 319-273-3  
Create Date: 13-Jun-2023  
Last Update Date: 20-Jun-2023  
Refresh: 22-Jun-2023  
Effective Start Date: 01-Jun-2023

**Employee Information**

Full Name: UNI ID: Oracle Employee #:

**Position Information**

Assignment Effective Date: CURRENT  
Change Effective Date:  
Organization:  
Position Title:  
Job Category:  
Job Title:  
Payroll:  
Salary Basis: Salary  
Bargaining Unit: United Faculty

**Person Information**

Service Status: Tenured  
Service Status Date: 01-Jul-2014

**Assignment Information**

Assignment Status: Active Assignment  
Location:  
Supervisor:  
Timecard Approver:  
Appointment Status: Tenured  
Appointment Status Date:  
Academic Rank: Professor  
Additional Assignment Information:

**Schedule & Pay Information**

Assignment Category: CURRENT  
Percent of Time/Week: NT AY P1 10 (9 Months Schedule Paid Over 10 Months)  
Appointment Length: 100.00%  
Appointment Salary: 9.0 Months  
Pay Period Salary: \$7500.00  
Additional Information: \$7,500.00

**Summer & Other Session Pay Information**

PAF # 182086 - BMO  
Assignment # 2022-2

Total Amount: \$7954.54  
Session Date: June only - Summer June  
End Date: 30-Jun-2023  
Percent of Time: 95.43% =21227.100  
Organization: Home Department Of Faculty  
Appointment Memo: Attached (Extra lab)  
Additional Information: June working 22 days Ay salary \$75,000/9= \$8333.33  
grant 6580 3 days (\$78333.33/22)=1136.36  
Frost Grant 6026 5 days (\$78333.33/22)=1893.93  
Frozen Commons Grant 6630 12 days (12\*(\$833.33/22))= 4545.45  
Covid Grant 6275 1 day (1\*(\$833.33/22))=375.79  
Total = \$7854.54

**Labor Distribution**

Default Labor Distribution

Account	Budget Line	Percent Salary	Start Date	End Date
0011.00.20201.60210.0000.11.0000.000		100.00%	01-Jan-1991	
Ort Educ Fund - Geography Unit Faculty Salaries - Instruction ->				

Labor Distribution as of 01-Jun-2022

Account	Percent Salary	Start Date	End Date
0011.00.20201.60210.0000.11.0000.000	100.00%	01-Jan-1991	
Ort Educ Fund - Geography Unit Faculty Salaries - Instruction ->			

Alternate Labor Distribution

Account	Budget Line	Percent Salary	Start Date	End Date
6029.00.21001.60210.0000.21.0000.000		23.81%	01-Jun-2022	30-Jun-2022
Arts-FROST-6291 - Geography Unit Faculty Salaries - Research ->				
6675.00.26201.60210.0000.21.0000.000		4.76%	01-Jun-2022	30-Jun-2022
Training CD/DO in Arts-6291 - Geography Unit Faculty Salaries - Research ->				
6680.00.26201.60210.0000.31.0000.000		14.29%	01-Jun-2022	30-Jun-2022
ICASS X-623 - Geography Unit Faculty Salaries - Public Service ->				
6630.00.26201.60210.0000.21.0000.000		57.14%	01-Jun-2022	30-Jun-2022
Frozen Commons-626 - Geography Unit Faculty Salaries - Research ->				

Additional Information:

Managing PAFs  
Duplicate Session Used for Same Payroll Month:

**Attachments**

File	Attachment Type	Date Uploaded
pdf_182086_smr_d.pdf	Faculty Summer Work Declaration Form	17-JUN-2022

**Extra Information**

**Workflow History**

## 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 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