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 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

<table>
<thead>
<tr>
<th>Month</th>
<th>Number of Working Days</th>
<th>Max Summer Days</th>
<th>Max Salary</th>
<th>Daily Rate</th>
<th>Session Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>May</td>
<td>23</td>
<td>15</td>
<td>(15/23) x AY Cash Salary / 9</td>
<td>1/9 Salary / 23</td>
<td>May only - Summer May</td>
</tr>
<tr>
<td>June</td>
<td>20</td>
<td>20</td>
<td>AY Cash Salary / 9</td>
<td>1/9 Salary / 20</td>
<td>June only - Summer June</td>
</tr>
<tr>
<td>July</td>
<td>23</td>
<td>23</td>
<td>AY Cash Salary / 9</td>
<td>1/9 Salary / 23</td>
<td>July only - Summer July</td>
</tr>
<tr>
<td>August</td>
<td>22</td>
<td>15</td>
<td>(15/23) x AY Cash Salary / 9</td>
<td>1/9 Salary / 22</td>
<td>Other - Summer Appointment</td>
</tr>
</tbody>
</table>
## 2023 Faculty Summer Work Declaration Form

**University of Northern Iowa**

**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/hrs/paf/summer-percent-time](http://www.uni.edu/hrs/paf/summer-percent-time) to view complete university policy regarding the calculation of percentage of time in the summer term.

<table>
<thead>
<tr>
<th>Abbreviated Course Name</th>
<th>Course / Section Number:</th>
<th>Class or Session Dates:</th>
<th>Number of Credits:</th>
<th>Online &amp; Distance Ed funding?</th>
<th>Percentage of Time:</th>
<th>Amount $:</th>
</tr>
</thead>
</table>

- [ ] Guided Independent Study with Online & Distance Ed.
- [ ] 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
  - 6 week: [ ] May 16 – June 30 [ ] June 13 – July 8
  - Include the Fund number

- [ ] Summer Camps*:
  - [ ] Name of Grant: [ ] Start Date: [ ] End Date: Percentage of Time: Amount $:
  - *Background check required per policy 13.21

- [ ] College or Departmental Research / Creative Activity Support:
  - [ ] Name of Activity: [ ] Start Date: [ ] End Date: Percentage of Time: Amount $:

- [ ] Advisor Training:
  - [ ] Advisor Training (3 hours each)

### Approved Summer Orientation:

Check which days you will be working for summer orientation.

- [ ] 4/24 [ ] 4/30 [ ] 5/7 [ ] 5/27 [ ] 6/24 [ ] 6/28
- [ ] 6/28 [ ] 6/29 [ ] 6/30 [ ] 7/13 [ ] 7/14

### Mentor/Training:

Check all that apply to the above.


- Virtual Virtual Virtual Virtual Virtual Virtual

### 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.

- [ ] Mentor/Training:
  - Check all that apply to the above.

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 this 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 listed and certify that these activities are 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 consult with their department head or the department head's appointed staff member. Online & Distance Ed is paying an amount of this faculty member's work.

This form must be attached to the summer PAF.
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) \times 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: $75,000

Salary to be paid by Grant A
\((75000/9) \times (3/23) = $1087\)

Salary to be paid by Grant B
\((75000/9) \times (2/23) = $725\)

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 \( \frac{75000}{9} \times \frac{3}{23} \) = $1087.00
Salary to be paid by Grant B \( \frac{75000}{9} \times \frac{2}{23} \) = $725.00
Total salary is $1087.00 + $725.00 = 1812.00

LD percent for Grant A \( \frac{1087}{1812} \times 100 \) = 60.00%
LD percent for Grant B \( \frac{725}{1812} \times 100 \) = 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.
### UNIVERSITY OF NORTHERN IOWA
#### PERSONNEL ACTION FORM
##### SUMMER & OTHER SESSION APPOINTMENT

**Preparer:**
Preparer Email: @uni.edu
Preparer Phone: 319-273-3
Create Date: 17-Jun-2023
Last Update Date: 22-Jun-2023
Finalized: 22-Jun-2023

### Effective Start Date:
01-Jun-2023

### Assignment Information
- **Assignment Category:** Tenured
- **Location:** Professor
- **Supervisor:**
- **Timecard Approver:**
- **Appointment Status:**
- **Appointment Status Date:**

### Salary & Other Session Pay Information
- **Percent of Time:** 100.00%
- **9.0 Months**
- **Appointment Salary:** $75,000.00
- **Pay Period Salary:** $7,500.00
- **Total Amount:** $7954.54
- **Session Date:** June only - Summer June
- **End Date:** 30-Jun-2023
- **Percent of Time:** 95.45% = 21/22 * 100

### Labor Distribution

<table>
<thead>
<tr>
<th>Account</th>
<th>Budget Line</th>
<th>Percent Salary</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>11.00.25</td>
<td>100.00%</td>
<td>01-Jan-1951</td>
<td></td>
</tr>
<tr>
<td>Gnl Educ Fund.</td>
<td>Geography.Unit Faculty Salaries.</td>
<td>Instruction.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Alternate Labor Distribution

<table>
<thead>
<tr>
<th>Account</th>
<th>Budget Line</th>
<th>Percent Salary</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>6029</td>
<td>00.25</td>
<td>23.81%</td>
<td>01-Jun-2022</td>
<td>30-Jun-2022</td>
</tr>
<tr>
<td>Artic-FROST-8/23</td>
<td>Geography.Unit Faculty Salaries.</td>
<td>Research.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6575</td>
<td>00.25</td>
<td>4.76%</td>
<td>01-Jun-2022</td>
<td>30-Jun-2022</td>
</tr>
<tr>
<td>Tracking COVID in Artic-5/23</td>
<td>Geography.Unit Faculty Salaries.</td>
<td>Research.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6580</td>
<td>00.25</td>
<td>14.29%</td>
<td>01-Jun-2022</td>
<td>30-Jun-2022</td>
</tr>
<tr>
<td>ICASS X-5/23</td>
<td>Geography.Unit Faculty Salaries.</td>
<td>Public Service.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6630</td>
<td>00.25</td>
<td>57.14%</td>
<td>01-Jun-2022</td>
<td>30-Jun-2022</td>
</tr>
<tr>
<td>Frozen Commons-8/26</td>
<td>Geography.Unit Faculty Salaries.</td>
<td>Research.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6575</td>
<td>00.25</td>
<td>4.76%</td>
<td>01-Jun-2022</td>
<td>30-Jun-2022</td>
</tr>
<tr>
<td>Tracking COVID in Artic-5/23</td>
<td>Geography.Unit Faculty Salaries.</td>
<td>Research.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6580</td>
<td>00.25</td>
<td>14.29%</td>
<td>01-Jun-2022</td>
<td>30-Jun-2022</td>
</tr>
<tr>
<td>ICASS X-5/23</td>
<td>Geography.Unit Faculty Salaries.</td>
<td>Public Service.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6630</td>
<td>00.25</td>
<td>57.14%</td>
<td>01-Jun-2022</td>
<td>30-Jun-2022</td>
</tr>
<tr>
<td>Frozen Commons-8/26</td>
<td>Geography.Unit Faculty Salaries.</td>
<td>Research.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Additional Information:
- **Managing PAFs**
- **Duplicate Session Used for Same Payroll Month:**
- **Attachments**
  - paf_182986_smr_d.pdf Faculty Summer Work Declaration Form 17-JUN-2022

### 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