



Overview/Description

This process describes the steps necessary to enter a Summer Faculty Appointment row in Job Data into OneUSG Connect; placing faculty in an “Active” pay status for the summer.

Summer Faculty - 10-month faculty teaching any session, including Maymester. The position remains in Job Data and summer pay is entered through Additional Pay panels in OneUSG Connect.

This process applies to institutions using the Short Work Break (SWB) action for pay groups **XXF**, **XXP**, and **XXG**.

XXJ (Academic Year Non-Exempt Staff) and **XXX** (Academic Year Exempt Staff) should have summer positions entered on an additional employment instance.

If you have any employees in the **XXJ** or **XXX** pay groups that will be working during the summer, notify your SSC payroll representative so a calendar can be setup for these groups.

This process does **not** apply to student workers.

Prerequisite(s)

- **All 10-month faculty must have a June 1 Short Work Break (SWB) row on their Job Data record.** Your local technical support can query the current system to give you a report of any potential faculty member without a June 1 row.
- Departments have completed summer payroll rosters.
- HR and Payroll are provided job data information and pay for faculty employee to hire for summer session.

Instructions

1. Enter Summer Faculty Appointment in Job Data

Navigation

NavBar > Navigator > Workforce Administration > Job Information > Job Data

! Important

All faculty hired for summer must be active in Job Data in order for compensation to be entered on the Additional Pay panels.



1.1. Search for and select the employee

- a. Enter the employee's **Empl ID** and click **Search**.
If the employee has multiple records, make certain you select their primary job record for your institution.

Notes:

- Do not remove or change the position number, leave faculty in their current budgeted position that they have been in during the academic year.
- Leave the Annual Benefits Base Rate in place. If the rate is removed, this could negatively impact the employee's benefits.
- Faculty should have a June 1 SWB row.
- Budget Prep Load will insert August 1 rows for "Return from Work Break" and any promotions or merit increases. If Budget Prep Load is run before inserting Summer Rows, you may need to re-sequence the August 1 rows by deleting Budget Prep rows, inserting the August 1 "Short Work Break" as sequence 0 to end Summer, and re-keying the rows Budget Prep inserted.

1.2. Insert "Return from Work Break" row

On the **Work Location** tab

- a. Click "+" to insert a new row
- b. Enter the following data:
 - **Effective Date:**

June Semester Only	July Semester Only	Both Summer Semesters
June 1	July 1	June 1

* Maymester Pay will be paid via Additional Pay on the last May payroll.

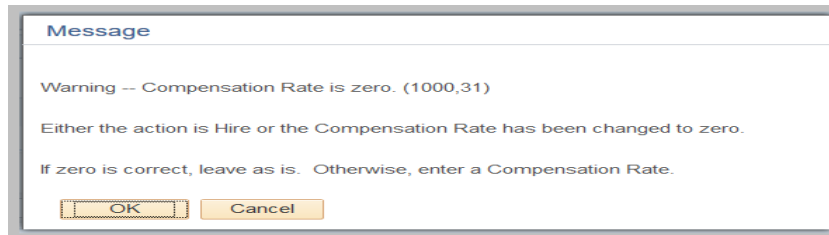
- **Effective Sequence:** "1" (or next available sequence number)
- **Action:** "Return from Work Break"
- **Reason:** Enter the appropriate reason

On the **Compensation** tab

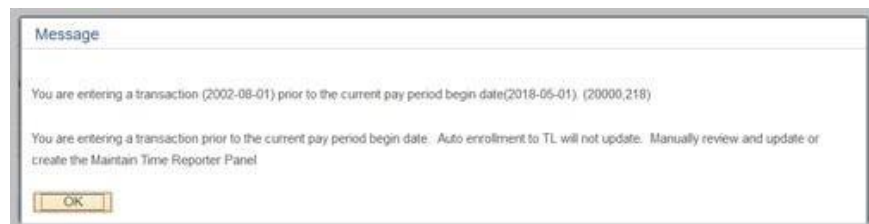
- **Comp Rate:** "0"



c. If you receive the following warning, click **OK**



d. You may receive multiple warnings related to Maintain Time Reporter, click **OK**



Be sure to check the Maintain Time Reporter panel to ensure the employee is **active** and the data is correct.

1.3. Insert "Short Work Break" row

On the **Work Location** tab

- a. Click "+" to insert a new row
- b. Enter the following data:

- **Effective Date:**

June Semester Only	July Semester Only	Both Summer Semesters
July 1	August 1	August 1

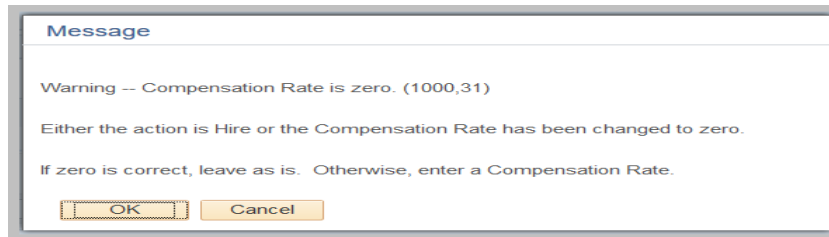
- **Effective Sequence:** "0" (or next available sequence number)
- **Action:** "Short Work Break"
- **Reason:** Enter the appropriate reason

On the **Compensation** tab

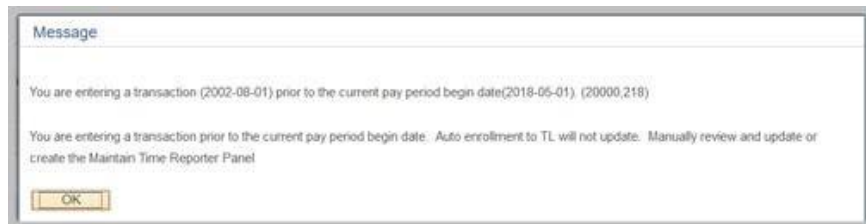
- **Comp Rate:** "0"



c. If you receive the following warning, click **OK**



d. You may receive multiple warnings related to Maintain Time Reporter, click **OK**



Be sure to check the Maintain Time Reporter panel to ensure the employee is **inactive** and the data is correct.

2. Summer Faculty – Create Additional Pay

Navigation

NavBar > Navigator > Payroll for North America > Employee Pay Data USA > Create Additional Pay

! Important

All faculty hired for summer must be active in Job Data in order for compensation to be entered on the Additional Pay panels.

2.1. Complete the “Additional Pay” entry

For information on Additional Pay, refer to the [Additional Pay](#) job aid available at www.usg.edu/oneusg_connect under Practitioner Services > Practitioner Training > OneUSG Connect Job Aids: Payroll > Payroll (PY_JA016): Additional Pay

- Maymester Pay will be paid via Additional Pay on the last May payroll and will include final 7/5th deductions.
- June Summer Pay will be paid via Additional Pay on the last June payroll, use Subset to control deductions.
- July Summer Pay will be paid via Additional Pay on the last July payroll, use Subset to control deductions.

Contact OneUSG Connect Support for Mass Additional Pay options.



3. Summer Faculty – Leave Accrual

- 3.1. Complete the Summer Faculty Sick Leave Accrual Spreadsheet and send to OneUSG Connect Support

For information on Summer Faculty Sick Leave Accruals, refer to the [Summer Faculty Sick Leave Accrual](#) job aid available at www.usg.edu/oneusg_connect under Practitioner Services > Practitioner Training > OneUSG Connect Job Aids: Absence Management > Absence Management (ABS_JA009): Summer Faculty Leave Accrual

Related USG policies:

- BPM Section 5.1.2.1 – Leave Accrual for Summer Faculty Policy
https://www.usg.edu/business_procedures_manual/section5/C1223/
- HRAP – Time Away from Work Policy
https://www.usg.edu/hr/manual/sick_leave_with_pay