Academic Calendar Year and Summer Pay

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Agenda

• Academic Calendar Year Pay
  • Business Process Overview
  • GT current Contract Pay functionality
  • Academic Year Pay Highlights
  • Employee level job data
  • Academic Year Pay page
  • Additional Pay page
  • Implementation timeline and open items

• Summer Pay
  • Business Process Overview
  • GT current Summer Pay functionality
  • Gray Summer Pay page
  • Summer Pay Rate Code
  • Summer Pay page
  • Summer Pay Load
  • Additional Pay page
  • Implementation time and open items
Academic Year Pay
A New Approach for Paying Academic Year Employees
Georgia Tech’s Academic Year Pay Solution

HIGHLIGHTS

• Georgia Tech currently uses the term “Contract”. This will be changed to avoid confusion with Faculty Affairs.

• Used to pay academic faculty who are in the Academic Monthly with Benefits (AMB) pay group (03F).

• AMB population as of August 13, 2018 is 1,109.

• AMB employees receive pay as (of annualized rate):
  • 1/18th in August and May
  • 1/9th from September to April
  • Zero pay in June and July

• Contract pay SQRs:
  • Renew existing contracts – annually
  • Update additional pay – monthly, except June and July
Georgia Tech’s Academic Year Pay Solution

New Employee

• When an employee becomes contract pay eligible, a new contract is entered by the Human Resources Information Processing (HRIP) group

• HRIP enters the effective date and selects ‘GT Academic Yr’ in Contract Pay Type

• Most fields are defaulted
  • HRIP Select Renew Contract Automatically, and
  • Updates Nbr of Renewals to 99
OneUSG Connect’s Academic Year Pay Highlights

- Do not have to put employee on Short Work Break or Return From Short Work Break
- Employees will have a Comp Frequency of “C” on job data
- Configured to divide NAANNL compensation by 10
- Dates on the Academic Year Pay page control dates employees receive pay
- Process runs by Pay Run ID to create Additional Pay
- Additional Pay loads with the Create Paysheets process
- Additional Pay will encumber
Creating Academic Pay Types

- Used to define the Begin and End Dates for a particular subset of employees
Job Data Compensation Frequency “C”

- Compensation Frequency “C”
- Pay Components Frequency “C”
Academic Year Pay Page

- Institution Specific Contract Pay Type
- Institution specific Contract Begin Date and Contract End Date
Create Contract Projected Pay

- Process run centrally by Shared Services Center
- Runs by Pay Run ID
- Inserts into Additional Pay
Additional Pay Page

- New Earnings Code CRG – Academic Pay Regular
- Loads one month at a time
- OK to Pay checked
Academic Year Pay Open Items

• Non-annual MCOP and Academic Pay
• Proration for mid-month terminations and late hires in testing
• Functionality for employees other than Academic Year Faculty (xxF)
  • xxG pay group
  • xxP pay group (5 month term)
  • Variant frequency pay (1, 2, 3 month) employees
  • Others?
Academic Year Pay Go Live

• Timeline for rolling out functionality:
  • GA Tech, GA State, University of GA - March 2020
    • Unit Testing completed in development environment for current requirements
    • Further requirements and subsequent development in progress
    • System Testing coming soon
    • UAT dates to be determined
    • Conversion details in development
  
  • GA First Schools and Augusta University March 2021
    • Testing schedule to be determined late 2020
Summer Pay

A New Approach for Paying Academic Year Employees During the Summer
Summer Pay Business Process

- Company Summer Pay Page
- EE Level Summer Pay Data
- Summer Pay Load Monthly
- Summer Pay Load
- Additional Pay Updated
Georgia Tech’s Summer Pay Solution

HIGHLIGHTS

• Allows academic employees with a pay template to be paid during summer months without short work break!
• Summer pay is available May, June, July, and August.
• **Summer pay allows greater flexibility.**
• Entry can be decentralized, allowing units to input pay
  • Eliminates the need for spreadsheets!
• Each institute can decide which months to include for summer payments.
• Insures compliance with 33 1/3% summer pay allowance.
Georgia Tech’s Summer Pay Solution

Summer Pay Page

• Months can be “grayed” by payroll which restricts access.
• Amounts can be allocated across months and combo codes.
• Summer pay will encumber.
Summer Pay Highlights

• No Summer Pay excel spreadsheets
• Simple data entry for decentralized campuses
• Limits compensation to 33.3% of regular compensation
• Allows for configuration at company level for earnings codes, pay groups and months available to receive pay
• Can allocate to multiple combo codes
Gray Summer Pay Page

- Institution Specific
- Determine months eligible to be paid
- Earning codes to Include
- Pay Groups to Include
### Summer Pay Page

#### Employee Information
- **Employee ID:** 3081847
- **Department:** 340
  - **Department Name:** Literature, Media & Com
- **Job:** 200X00
  - **Job Type:** Professor
- **Company:** 030
  - **Company Name:** Georgia Institute Technology
- **Empl Status:** Active
- **Comp Freq:** Contract
- **Summer Pay:** $25,000.00
  - (Max Allowed Per Summer)

#### Summer Pay Details

<table>
<thead>
<tr>
<th>Earning</th>
<th>Percent</th>
<th>Project</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Pay</td>
<td>50.00%</td>
<td>03A1003.00</td>
<td>$0.00</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Summer Comp for Research</td>
<td>50.00%</td>
<td>03A5680.00</td>
<td>$0.00</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
<td>$2,500.00</td>
</tr>
</tbody>
</table>

#### Other Information
- **Begin Date:** 05/14/2019
- **End Date:** 08/15/2019

**Buttons:**
- Save
- Return to Search
Summer Pay Load

• Will run by batch each evening
• Process uploads Summer Pay page details to Additional Pay
• Continues to upload Summer Pay page updates to Additional Pay UNTIL payrolls is processed
• SSC will run once more prior to paysheet creation to capture any last minute changes
• Once the payroll for the summer pay month is processed that month’s field are grayed out and cannot be updated
• Future months can continue to be adjusted until payroll processes
Additional Pay Page

CFR – Compensation for Research

SUM – Summer Pay (Teaching)
Summer Pay Open Item

• What exactly is included in the 33 1/3% for allowable summer compensation?
  • MCOP in Summer

• Timeline – all institutions will transition to Summer Pay page in March 2020

• Job Aids for distributed users and practitioners in progress

• System Testing in progress

• User Acceptance Testing to be determined
Academic Year and Summer Pay Wrap-up
Thank you for attending our interactUSG session. Hope you enjoyed Savannah!