

Academic Calendar Year and Summer Pay

Facilitators:

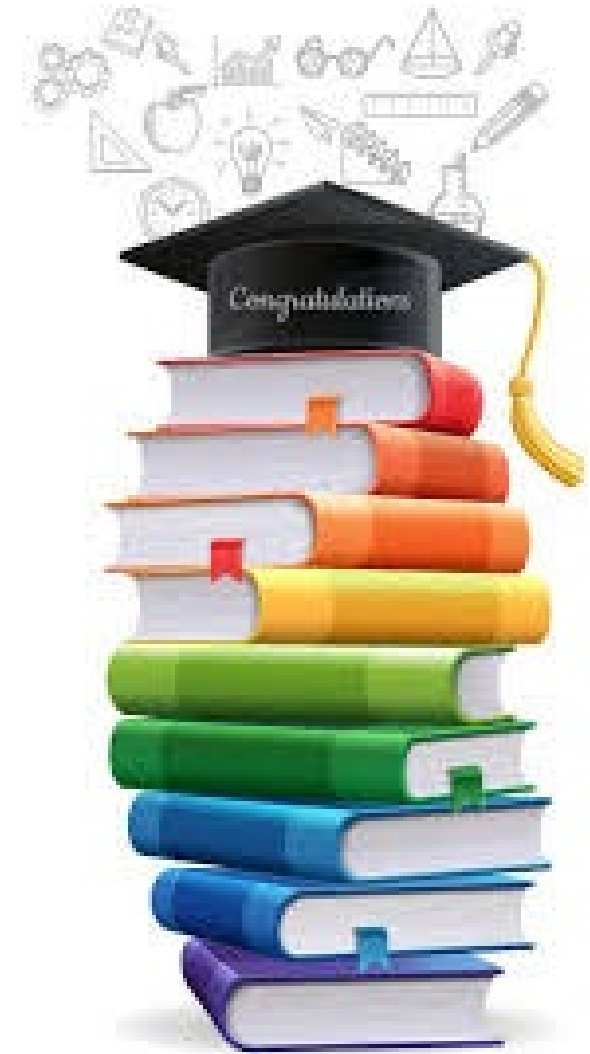
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Agenda

- 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

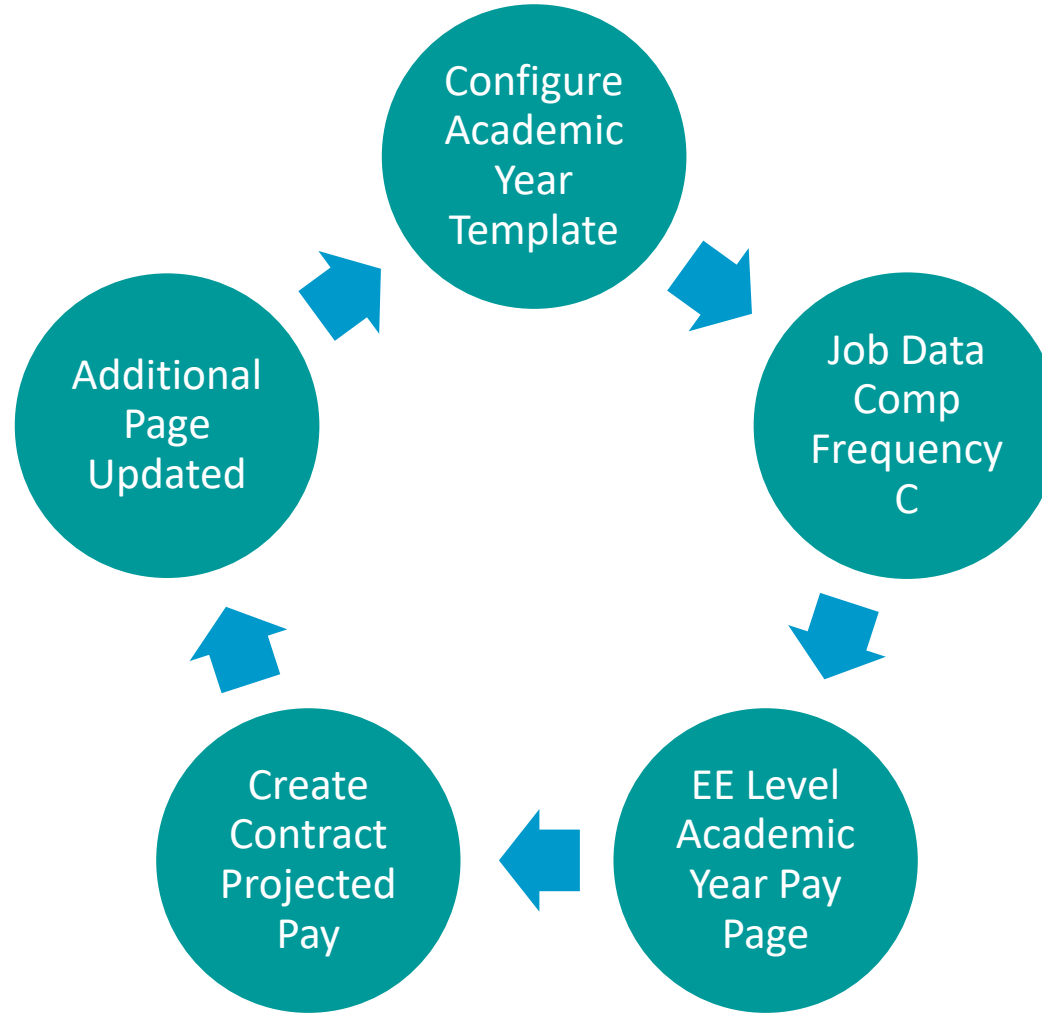
- Summer Pay
 - Business Process Overview
 - GT current Summer Pay functionality
 - Gray Summer Pay page
 - Summer Pay Rate Code
 - Summer Pay page
 - Summer Pay Load
 - Additional Pay page
 - Implementation time and open items



Academic Year Pay

A New Approach for Paying Academic Year Employees

Academic Year Pay Business Process



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 NAANL 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

Employee Self Service Contract Pay Type

Contract Pay Type Grads

Contract Information Find | View All First 1 of 1 Last

*Effective Date

*Description

Short Description

*Payment Term

Monthly Frequency

Calculation Method

Contract Begin Date

Contract End Date

Payment Begin Date

Payment End Date

Pay Period Hours

Daily Hours

Assign Hours To

Prorate Hrs in Partial Period

School Schedule

Exclude Holiday Schedule

Annualization Options

Annualize Over 12 months

Annualize Over Payment Periods

Job Data Compensation Frequency "C"

The screenshot displays a compensation management interface with the following sections:

- Navigation:** Work Location | Job Information | Payroll | Salary Plan | Compensation
- Header:** Academic Pay #6, Empl ID 3527489, Employee, Empl Record 0
- Compensation Details:** Effective Date 07/01/2019, Effective Sequence 0, HR Status Active, Payroll Status Active, Action Earnings Distribution Change, Reason Single/Split Funding, Job Indicator Primary Job, Current.
- Compensation Rate:** 20,833.00 USD. A search box shows *Frequency C Contract.
- Pay Components Table:**

*Rate Code	Seq	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group
1 NAANNL	0	20,833.000000	USD	C			

Compensation Frequency "C"

Pay Components Frequency "C"

Academic Year Pay Page

Employee Self Service **Academic Year Pay**

Academic Year Pay | Academic Year Pay Options

Academic Pay #6 Employee Empl ID 3527489 Empl Record 0

Contract ID 0000001 Status Active [Recalculate Contract](#)

Contract Information Find | View All First 1 of 1 Last

*Effective Date 05/01/2019

Contract Pay Type **Academic Year Contract**

*Payment Term Pay Over Contract

*Monthly Frequency M Monthly Calculation Method Prorate

Pay Period Hours *Daily Hours 8.00

*Assign Hours To Contract Earnings Only

*Contract Begin Date 05/01/2019 *Contract End Date 08/31/2019

Payment Begin Date 05/01/2019 Payment End Date 08/31/2019

Actual Start Date 05/01/2019 Termination Date 08/31/2019

Last Payment Date School Schedule

Exclude Holiday Schedule
 Prorate Hrs in Partial Period
 Renew Contract Automatically

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

Academic Year Pay | Academic Year Pay Options

● Institution Specific Contract Pay Type

● Institution specific Contract Begin Date and Contract End Date

Create Contract Projected Pay

Create Contract Projected Pay

Run Control ID ds Report Manager Process Monitor **Run**

Process Request Parameter(s)

Pay Run	Pay Calendar
Pay Run ID <input type="text" value="ACPY"/> <input type="button" value="Q"/>	Company <input type="text"/>
ACPY	Pay Group <input type="text"/>
	Pay End Date <input type="text"/>

Select All Employees

Lump Sum Retro Payments

Separate Check

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

Additional Pay Page

Create Additional Pay

Academic Pay #6 Employee Empl ID 3527489 Empl Record 0

Additional Pay Find | View All First 1 of 1 Last

*Earnings Code Academic Pay Regular

Effective Date Find | View All First 1 of 1 Last

Effective Date

Payment Details Find | View All First 1 of 1 Last

Addl Seq Nbr	1	End Date	<input type="text" value="07/31/2019"/>
Rate Code		Reason	
Earnings	<input type="text" value="\$2,083.30"/>	Hourly Rate	
Hours		Goal Balance	
Goal Amount		<input type="checkbox"/> Disable Direct Deposit	
Sep Check Nbr		<input checked="" type="checkbox"/> OK to Pay	<input checked="" type="checkbox"/> Prorate Additional Pay

Applies To Pay Periods

First Second Third Fourth Fifth

Job Information

Tax Information

Save Return to Search Notify Refresh Update/Display Include History Correct History

- 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

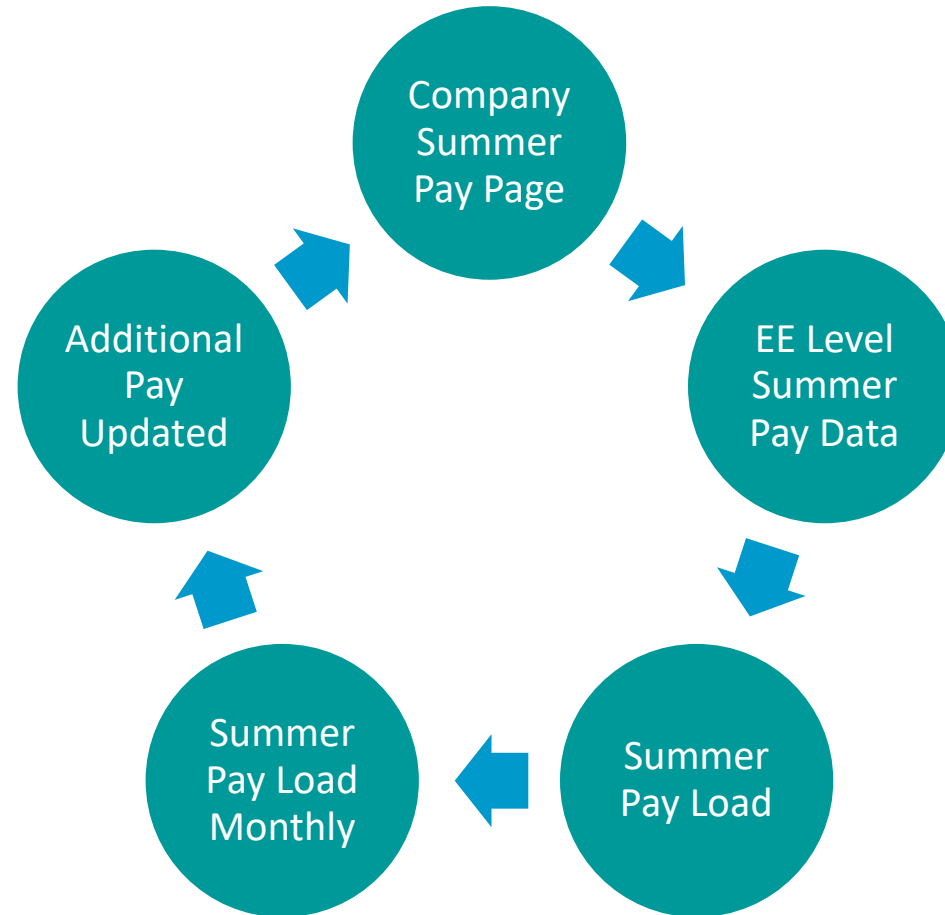




Summer Pay

A New Approach for Paying Academic Year Employees During the Summer

Summer Pay Business Process



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

Empl ID: 586709 Rigby,Eleanor Empl Record: 0

Department Set ID: GT Department: 493 School of Music
Job Code Set ID: GT Job: 200X00 Professor
Position Number: 00012315 Summer Faculty

Empl Type: Salaried Empl Status: Active
Comp Rate: \$108,000.000000 Comp Freq: Contract
Monthly Rate: \$12,000.00

Summer Pay: Begin Date: 05/14/2018 End Date: 08/15/2018
(Amt Per Month)

Summer Pay Details Find First 1-2 of 2 Last

Percent	Project		May	June	July	August	
<input type="text"/>	8231100	Edit ChartFields	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$5,000.00"/>	+ -
<input type="text"/>	6271100	Edit ChartFields	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$1,000.00"/>	+ -

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

Employee Self Service **Gray Summer ...**

Gray Summer Pay

Company 090 Georgia State University

Max Comprate % for Summer Pay 33.300

Month	Percent
May: <input type="checkbox"/>	33.300
June: <input type="checkbox"/>	33.300
July: <input type="checkbox"/>	33.400
August: <input checked="" type="checkbox"/>	

Earning Code to Include Personalize | Find | First 1-3 of 3 Last

Earnings Code	Earnings Description		
CFR	Summer Comp for Research	+	-
SUM	Summer Pay	+	-
ADM	Non-Instructional Assignment	+	-

Paygroup to Include Personalize | Find | First 1 of 1 Last

Pay Group	Description		
09F	Academic Year Faculty	+	-

Save Return to Search

• Institution Specific

• Determine months eligible to be paid

• Earning codes to Include

• Pay Groups to Include

Summer Pay Page

< Gray Summer Pay

Summer Pay

Employee ID:	3081847	Employee 1,Academic	Empl Record:	0	
Department Set ID:	03000	Department:	340	Literature,Media & Com	
Job Code Set ID:	03000	Job:	200X00	Professor	
Position Number:	30001865	Professor	Company:	030	Georgia Institute Technology
Empl Type:	Salaried	Empl Status:	Active		
Comp Rate:	\$110,820.000000	Comp Freq:	Contract		
Monthly Rate:	\$11,082.000	Summer Pay:	36903.06	(Max Allowed Per Summer)	

Summer Pay: (Amt Per Summer) Begin Date: 05/14/2019 End Date: 08/15/2019

Summer Pay Details 1 of 2

Earning	Percent	Project	May	June	July	August		
Summer Pay	50.00	03A1003.00.00.00.0000	\$0.00	\$5,000.00	\$5,000.00	\$2,500.00	+	-
Summer Comp for Research	50.00	03A5680.00.00.08.0000	\$0.00	\$5,000.00	\$5,000.00	\$2,500.00	+	-

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

Summer Pay Load Create Additional Pay

Create Additional Pay

Academic Employee 1 Employee Empl ID 3081847 Empl Record 0

Additional Pay Find | View All First 1 of 2 Last

*Earnings Code CFR Summer Comp for Research

Effective Date Find | View All First 1 of 2 Last

Effective Date 08/01/2019

Payment Details Find | View All First 1 of 1 Last

*Addl Seq Nbr 2 End Date 08/31/2019

Rate Code Reason Not Specified

Earnings \$2,500.00

Hours Hourly Rate

Goal Amount Goal Balance

Sep Check Nbr

OK to Pay Disable Direct Deposit Prorate Additional Pay

Applies To Pay Periods

First Second Third Fourth Fifth

Job Information

Tax Information

Save Return to Search Notify Refresh Update/Display Include History Correct History

SUM – Summer Pay (Teaching)

Summer Pay Load Create Additional Pay

Create Additional Pay

Academic Employee 1 Employee Empl ID 3081847 Empl Record 0

Additional Pay Find | View All First 2 of 2 Last

*Earnings Code SUM Summer Pay

Effective Date Find | View All First 1 of 3 Last

Effective Date 08/01/2019

Payment Details Find | View All First 1 of 1 Last

*Addl Seq Nbr 1 End Date 08/31/2019

Rate Code Reason Not Specified

Earnings \$2,500.00

Hours Hourly Rate

Goal Amount Goal Balance

Sep Check Nbr

OK to Pay Disable Direct Deposit Prorate Additional Pay

Applies To Pay Periods

First Second Third Fourth Fifth

Job Information

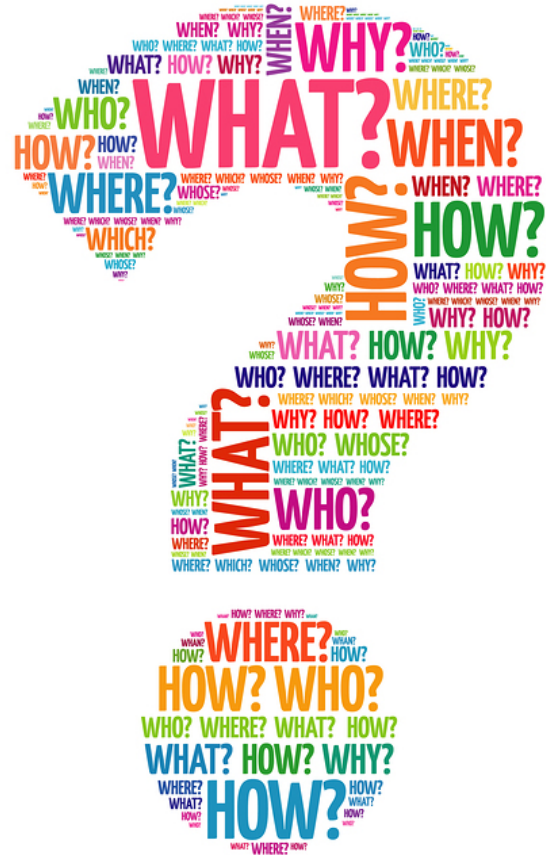
Tax Information

Save Return to Search Notify Refresh Update/Display Include History Correct History

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!

