Compensation for the off-semester is at a rate of $1/38$th of the institutional base salary for each such week. Keep in mind that a faculty member cannot earn more than the total number of weeks available (14) during the off semester (summer) with Teaching, Research and Other Sponsored Activities combined. This is a University Policy, (see Policy 2.6011). If a faculty member wants to earn more than 10 weeks of their salary; the full summer appointment request needs to be signed and on file with Human Resources.

**Faculty Contract Dates**

<table>
<thead>
<tr>
<th></th>
<th>Summer Teaching Start Date</th>
<th>Summer Teaching End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full</td>
<td>05/09/16</td>
<td>08/12/16</td>
</tr>
<tr>
<td>A</td>
<td>05/09/16</td>
<td>06/24/16</td>
</tr>
<tr>
<td>B</td>
<td>06/27/16</td>
<td>08/12/16</td>
</tr>
</tbody>
</table>

**Calculating Summer Teaching Pay**

When you calculate summer pay, make sure you use the employee's **nine month salary**. If you have questions on what that figure is, check with your Dean's office.

The formula used is based on the following: 9 month salary/24, multiplied by the credit hours for the course the faculty member is teaching. The 9 month salary can also be multiplied by .04167 for each credit hour.

If enrollment is low in a given course, departments can negotiate adjustment to salary with mutual agreement with faculty members.

If a 12 month employee is teaching, that person will not get additional compensation. Rather, the department will be reimbursed into their general fund index for the release time of that 12 month employee to teach. A “change employee job index” EPAF will need to be submitted to report compensation under summer teaching code. Please check with your Dean's office as to what the equivalent 9 month salary would be for that individual.
Staff and New Appointments

Please submit the appropriate documents to your respective Dean's Office by April 11, 2016 for verification and authorization as follows:

Non-Faculty (staff) ON PAYROLL:

- Employee Status Change Form (Gold Form) (Primary supervisor signature also required)
- Draft Letter of Tender
- Current Curriculum Vitae

NEW APPOINTMENTS FOR SUMMER:

- Appointment Recommendation Form A
- Position Authorization Form (Blue Form)
- Draft Letter of Tender
- Faculty Application*
- Current Curriculum Vitae

(Background checks/degree verification will be done for new employees and anyone that has had a break of employment or has not yet completed a check)

*Not required if there is a copy on file with Human Resources

NEW PROCESS FOR FACULTY ON CONTRACT (faculty on payroll for spring semester and will be reappointed for fall semester)

We will no longer process employee status change forms for summer compensation for regular faculty. We have converted to the Electronic Personnel Actions Forms (EPAFS).

You will find detailed EPAF instructions in the “Employee Originators” handbook. In addition we have created a video and handbook to show the process to approve epaf’s. All of the resources can be found on the “Epaf Resources” web page: http://www.mtu.edu/hr/supervisors-admins/epaf-resources/).
Deans and or chairs and financial managers (for the summer research assignments) will need to utilize the EPAF system to approve the assignments. If anyone desires one-on-one training for approving an epaf, please have them email epaf@mtu.edu or contact Tim Scullion (tpsculli@mtu.edu) for assistance.

They may want to set up proxies to make the approvals in place of them.

EPAF’s should reach Human Resources by April 10th.

**Summer Session Payroll Account Codes for Teaching**

The following payroll account codes (which end in the number 3) should be used when setting employees up for *summer teaching*.

- **P033**: FT/PT Summer Teaching Faculty *(Est. fringe rate 20%)*
- **P023T**: Temporary Faculty *(fringe rate 9%)*
- **P053**: Administrative Faculty *(Est. fringe rate 37.5%)*
- **P113**: FT Administrative/Professional *(Est. fringe rate 37.5%)*
- **P113S**: FT Administrative/Professional - Soft funded *(Est. fringe rate 37.5%)*
- **P123**: PT Administrative/Professional *(Est. fringe rate 37.5%)*
- **P543M**: Graduate Student - Master *(Est. fringe rate 7.7%)*
- **P543D**: Graduate Student - PhD *(Est. fringe rate 7.7%)*
- **P543H**: Graduate Student - Hourly *(no fringes)*
- **P643**: Undergraduate Student *(no fringes)*

The maximum the Summer Session budget will cover for a GTA’s tuition is 1 credit hour. Fees will be covered for GTAs with the exception of the Student Activity Fee. Students must pay this fee as well as tuition for anything above 1 credit hour.

**Summer Session Payroll Account Codes for External Funding (Research & Other Sponsored Activities)**

- **P012X**: Faculty Summer External Funding compensation *(est. fringe 20%)*
- **P012S**: FT Faculty Summer External Funding compensation - Soft funded *(est. fringe 20%)*
- **P022S**: PT Faculty Summer External Funding compensation - Soft funded *(est. fringe 20%)*

**Other or Alternate Summer Compensation**

- **P012Y**: Faculty Summer “other” which is typically administrative work, curriculum work, anything that isn’t teaching or clearly external funding. *(Est. fringe 20%)*
Summer External Funding (Research & Other Sponsored Activities)
Total research, other sponsored activities and teaching commitments must be verified before payroll can be processed. We realize that some grants and contracts will be approved after this deadline.

Summer Compensation Forms Deadline on Sponsored Projects
There have been instances in which the requests for summer compensation have not been submitted timely to Human Resources. Please note, all summer compensation requests have a deadline of April 10 and annual announcements will be made in regards to this deadline.

If there is a delay in the funding from an external entity and the sponsored index is not set up before the summer semester ends, contact the Sponsored Programs Office or the Office of Innovation & Industry Engagement to discuss options in regards to the outstanding summer compensation on the pending award. Summer compensation requests for 2016 from sponsored projects received after September 6, 2016 may be denied as an allowable expense on the sponsored project and a departmental unrestricted index may be charged for the time and effort for that individual.
GRADUATE TEACHING ASSISTANTS:

Use the appropriate account code to indicate whether the graduate student is a master's or doctoral student (P543M for master’s, and P543D for doctoral) on the Electronic Personnel Action Form (EPAF).

If on a partial teaching assignment, be sure to include whether it is ¼, ½, or ¾. This is the only way assignments should be made for GTA's.

A full stipend equals 20 hours of work per week - preparation time, teaching, grading, and office hours for the class.

The recommended payroll dates for graduate students for summer 2016 teaching are:

- Session A: 4/24/16 - 6/18/16 (8 weeks)
- Session B: 6/19/16 - 8/13/16 (8 weeks)
- Full Session: 4/24/16 - 8/13/16 (16 weeks)

**EPAFs are due in the Graduate School by April 15, 2016 for approval.**

Student forms do not need to be routed through the academic Dean's office.

Please submit an EPAF if changes are necessary to payroll for students. An offer letter must be uploaded in banweb.

**Hourly Students** Include the hourly rate you intend to pay each of your students. The current minimum wage is $8.50.
Revenue Sharing Plan

For Summer Semester 2016, your department will receive 63% of tuition revenue of summer courses taught minus expenses related to teaching those courses. The following clarifications should make it straightforward to calculate the expected return:

1) Research, special topics, and internship courses/credits are excluded from revenue sharing. If you feel a special topics course should be included, please request approval from Kathy Pintar.

2) The enrollment snapshot date for calculating revenue sharing is “the day after the last date a student can drop a class with full refund”.

3) From the 63% portion, the teaching expenses for faculty, faculty fringes, GTAs, GTA fringes, GTA tuition and fees, and hourly employees (all prefunded by the provost’s office - be sure to code as Pxx3x) will be subtracted. The remainder will be transferred to your departmental A account (minus 10% for college deans).

4) Unless otherwise authorized, tuition is calculated based on the course number using the resident undergrad or graduate tuition rate. The course number determines which rate is used.

Allison Hein has prepared a spread sheet tool to assist departments in calculating course revenues. She can be reached at amhein@mtu.edu or 7-1821.
Summer Session 2016 Timeline

April 11, 2016 Forms for staff that are teaching or temporary faculty you are hiring to teach are due in Human Resources
April 16, 2016 Student EPAF forms due in Graduate School for approval
April 10, 2016 EPAFs due in HR
May 09, 2016 Full Summer Session and Session A begins
June 23, 2016 Session A ends
June 24, 2016 Session A final exam period
June 27, 2016 Session B begins
August 11, 2016 Full Session and Session B ends
August 12, 2016 Full Session, Session B exam period

**It is up to the department to determine if and when to cancel a summer class.

Accurate coding is important. If summer courses are not coded properly, reimbursement to the department will not transfer in full.

Current Academic Calendar:
http://www.mtu.edu/registrar/students/calendars/academic/

Employment/Status Change Forms can be found here, under Academic HR Forms:
http://www.mtu.edu/hr/forms/

EPAF Resources: http://www.mtu.edu/hr/supervisors-admins/epaf-resources/

Full Summer Appointment Request Form Can Be Found Here:
http://www.mtu.edu/hr/current/docs/off-semester-appt.pdf