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Compensation for the off-semester is at a rate of 1/38th 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 returned to Human Resources.

Faculty Contract Dates

<table>
<thead>
<tr>
<th>Faculty Contract Dates</th>
<th>Summer Teaching Start Date</th>
<th>Summer Teaching End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full</td>
<td>05/11/15</td>
<td>08/14/15</td>
</tr>
<tr>
<td>A</td>
<td>05/11/15</td>
<td>06/26/15</td>
</tr>
<tr>
<td>B</td>
<td>06/29/15</td>
<td>08/14/15</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.
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Faculty, Staff and New Appointments
Please submit the appropriate documents to your respective Dean's Office by April 6, 2015 for verification and authorization as follows:

FACULTY ON CONTRACT (Faculty on payroll for spring semester 2015 and will be reappointed for fall semester 2015)
   Employee Status Change Form (Gold Form)

STAFF ON PAYROLL:
   Employee Status Change Form (Gold Form) (Primary supervisor signature also required).
   Draft Letter of Tender
   Proof of Degree*
   *Not required if there is a copy on file with Human Resources

NEW APPOINTMENTS FOR SUMMER:
   Appointment Recommendation Form A
   Position Authorization Form (Blue Form)
   Draft Letter of Tender
   Faculty Application*
   Proof of Degree*
   Vitae*
   *Not required if there is a copy on file with Human Resources

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 2015 teaching are:

   Session A  4/26/15 - 6/20/15 (8 weeks)
   Session B  6/21/15 - 8/15/15 (8 weeks)
   Full Session  4/26/15 - 8/15/15 (16 weeks)
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EPAFs are due in the Graduate School by April 17, 2015 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.

Hourly Students Include the hourly rate you intend to pay each of your students. The current minimum wage is $8.15.

Summer Session Payroll 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 (estimated fringe rate 20 %)
P023T Temporary Faculty (fringe rate 10%)
P053 Administrative Faculty (estimated fringe rate 36.5%)
P113 FT Administrative/Professional (estimated fringe rate 36.5%)
P113S FT Administrative/Professional - Soft funded (estimated fringe rate 36.5%)
P123 PT Administrative/Professional (estimated fringe rate 36.5%)
P543M Graduate Student - Master (estimated fringe rate 7.5%)
P543D Graduate Student - PhD (estimated fringe rate 7.5%)
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 External Funding (Research & Other Sponsored Activities)
Employee Status Change Forms for those working on research projects are also due to Human Resources on April 10th. 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. Please see page 5 of this document.

Summer Session Payroll Codes for External Funding (Research & Other Sponsored Activities)
P012S FT Faculty Summer External Funding compensation - Soft funded (est. fringe 20%)
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P012X  Faculty Summer External Funding compensation (estimated fringe 20%)
P022S  PT Faculty Summer External Funding compensation - Soft funded (est. fringe 20%)

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

Employee Status Change forms should be filled out the week of March 30th and signed by an authorized person in your department. They should reach your Dean's office by April 6th for the Dean's signature, and are due in Human Resources by April 10th.

When filling out the status forms:
- Be sure you use the person's legal name - no nicknames.
- Use the appropriate payroll code (see above instructions).
- If teaching, under Comments/Justification on the Employee Status Change form include what course number the individual is teaching. Include the appropriate lab/recitation/section number as well.
- One status form can be completed if more than one course is being taught during a given session as long as the compensation can be divided evenly between the courses.
- Make sure you use the correct start and end dates.
- If a change or correction is necessary, a new status change form needs to be filled out – **please indicate somewhere on the form that it is a revision.**

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 2015 from sponsored projects received after **September 6, 2015** 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.
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Revenue Sharing Plan

For Summer Semester 2015, 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 spreadsheet tool to assist departments in calculating course revenues. She can be reached at amhein@mtu.edu or 7-1821.
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Summer Session 2015 Timeline

April 6, 2015    Employee status change forms due in the Dean’s Office for signatures
April 10, 2015  Employee status change forms due in Human Resources
April 17, 2015  Student EPAF forms due in Graduate School for approval
May 11, 2015    Full Summer Session and Session A begins
June 25, 2015  Session A ends
June 26, 2015  Session A final exam period
June 29, 2015  Session B begins
August 13, 2015 Full Session and Session B ends
August 14, 2015 Full Session, Session B exam period

Current Academic Calendar can be found here:
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/

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