

## 2022 Compensation Instructions for Summer Session Courses

The following instructions are intended to assist in the preparation of Summer Session appointment forms for faculty, professional, and graduate assistant employees.

***It is not required for graduate students to be registered during the summer session to teach; however, please remember they must be registered for three or more credit hours during the summer session to be exempt from FICA tax. COGS-covered Graduate Assistant summer appointments for full 6-week or full 8-week appointments should be paid in equal installments based upon the appropriate session – see below. The second full 6-week session or full 8-week session should pay in equal installments on July 1 and August 1 paychecks, except that days worked in August shall be pro-rated based on calendar days for the September 1 paycheck, per the COGS contract.***

***The transaction initiator should use the “Exception” radio button to ensure equal monthly payments for full 6 and 8-week sessions as indicated in section 1 below, per the COGS contract. Remember, that that last payment cannot be before the end of their service. The 4-week and 12-week session appointments do NOT require equal pay distribution and are pro-rated by calendar days.***

### General Instructions for All Forms:

1. The following schedule represents the standard appointment periods for Summer 2022:

4-wk session: 5/16/22 - 6/10/22: pay prorated by calendar days and issued on 6/1/22 and 7/1/2022

6-wk-I session: 5/16/22 - 6/24/22: paid in equal installments and issued on 6/1/22 and 7/1/2022

12-wk session: 5/16/22 - 8/5/22 pay prorated by calendar days and issued on 6/1/22, 7/1/22, 8/1/22, and 9/1/22

8-wk session: 6/13/22 - 8/5/22: paid in equal installments on 7/1/22 and 8/1/22; pay issued on 9/1/22 is prorated by calendar days

6-wk-II session: 6/27/22 - 8/5/22: paid in equal installments on 7/1/22 and 8/1/22; pay issued on 9/1/22 is prorated by calendar days

Enter the following into **New MFK Information**: 050-XX-XXXX-XXXX-54172000-XXXX-000-00000-10-0000

(Note: Grant program 54171000 is set up for odd-numbered years.)

**\*\*The Org/Department info should be YOUR department information. \*\***

2. The Sub Department (XXXXX) can be filled with zeros if your department does not utilize this field. Grantpg 54172 000 is unique for budgeted summer session courses and will automatically route to the Summer Session office in HR Workflow.
3. **Summer Salary** should reflect the approved compensation, generally:  
Please refer to the collegiate summer session salary policy for Faculty.  
2/9<sup>th</sup> of 50% academic year salary per course for Graduate Teaching Assistants.
4. In the **Remarks** section, please enter the course number(s) and section(s) taught.

**Instructions for Current Employees (Individuals with an Academic Year or Spring Semester appointment)**

1. Select the **Summer Support Form** from the eligible types listed. Enter the effective begin date of the appointment and individual's search criteria.
2. **Position Number, Job Code** and **New Department/Dept. Name** fields will de-default to the appointee's academic year appointment. If you have reason to use another Position Number, enter it at the initial search. Department Name (and for Graduate Assistants, Job Code) can be edited within the form.
3. **New Percent Time** should correspond to the course teaching load as follows:

4-wk session: 1 course = 100%

8-wk & 6-wk-I or II session: 50% per course

12-week session: 33% per course

**Instructions for Fiscal Year Employees (Faculty or P&S staff with a Fiscal Year appointment)**

1. Select the **Special Compensation Prior Approval** from the eligible types listed. Enter the effective begin date of the appointment and the individual's search criteria.
2. If multiple job codes are listed, choose the individual's primary (i.e., full-time) position.
3. Select Special Compensation Type "**Course Instruction**" from the drop-down list and continue.
4. Within the Prior Approval form, the Special Compensation Department is the administrative home of the course taught.
5. **Remember to do the Special Compensation Payment form** once the Prior Approval is complete through HR Workflow. Choose the active complimentary/PB9 faculty appointment for the Special Compensation Payment Form.

**Instructions for New Employees (Individuals with no current UI appointment)**

1. Select **Appointment** from the eligible types listed.
  - Choose **Appointment Type**
  - Choose **Appointment Sub Type**
  - **Appointment Term:** Short Term
  - **Appointment Start:** Enter appropriate begin date
  - **Assign a Position Number for this Appointment:** Select "Create New" and click "Continue"

Enter individual's search criteria and click "Search." You can then select the individual you wish to appoint. If the search does not display a record for your individual, select "Add New Employee."

2. The **Org** and **Department Information** fields should reflect the courses administrative home.
3. Percent time should correspond to the course teaching load as follows:

4-wk session: 1 course = 100%

8-wk & 6-wk-I or II session: 50% per course

12-week session: 33% per course

**Instructions for Adjunct Faculty (Adjunct faculty with a 0% appointment)**

1. Select the **Adjunct Support Form** from the eligible types listed. Enter individual's search criteria and then enter the effective begin date of the appointment.
2. The **New Paygroup** should be "3/Short Term"
3. **Position Number, Job Code** and **New Department/Dept. Name** fields will default to the appointee's academic year appointment.
4. **New Percent Time:** refer to collegiate guidelines (**Adjunct appointments must be below 50%**)
5. **New Paygroup/Description** should default to "3/Short Term."

QUESTIONS CONTACT:



Collegiate Budget Officer

Or

Faculty HR Representative

Or

Forms questions - [hr-transaction@uiowa.edu](mailto:hr-transaction@uiowa.edu)