

GSU SUMMER FACULTY PAY



User Guide

Introduction.....Page 3

General Guidelines.....Page 4

Terms and Definitions.....Page 5

Summer Faculty Payment Processing.....Page 6

Introduction

The OneUSG Connect Summer Pay functionality is used to pay academic faculty who work during Maymester and/or the first and/or the second summer semester.

Important Dates

	Maymester	June Only	July Only	Summer Semester	May/Summer Semester
Effective Date	May 1, 2023	June 1, 2023	July 1, 2023	June 1, 2023	May 1, 2023
End Date	May 31, 2023	June 30, 2023	July 31, 2023	July 31, 2023	July 31, 2023
Input Start Date	Feb. 24, 2023	Feb. 24, 2023	Feb. 24, 2023	Feb. 24, 2023	Feb. 24, 2023
Input End Date	May 16, 2023	June 14, 2023	July 12, 2023	June 14, 2023	May 16, 2023
Payment Date(s)	May 31, 2023	June 30, 2023	July 31, 2023	June 30, 2023 July 31, 2023	May 31, 2023 June 30, 2023 July 31, 2023
Number of Payments	1	1	1	2	3

Payment Maximums

	No. Courses	% Per Course	Payment Maximum
Faculty (Teaching)	3	10%	30%
Sponsored Research			33.33%
State Funded Research			30%

Note: Payment maximums are based on academic year contracted salary (annualized)

Contact Information

Stacey Dodson (404) 413-3329 sdodson9@gsu.edu
 Sharreen Boone (404) 413-3302 Sboone@gsu.edu

General Guidelines

This section outlines how Payroll will process summer pay. Payments will be posted to the fiscal year in which it is actually paid.

Faculty

Instruction

Faculty may teach a maximum of three courses between these two sessions.

Faculty will earn 10% of their 2022-2023 academic year contracted salary, as of 5/31/2023, for each 3-hour course taught, up to a maximum of 30% (3 courses).

Payment Dates

- Maymester course instruction payment will be May 31, 2023.
- Summer Session payment will be paid on June 30th and July 31th, 2023.

Sponsored Source Funding Research

The faculty member may receive up to 33 1/3% of his/her 2022-2023 academic year contracted salary, as of 5/31/2023.

Payment Dates

- Sponsored funded research can be paid in three increments. The payment dates are May 31st, June 30th, and July 31st, 2023. **Please note: any faculty member not on the May 31, 2023 payroll will receive their May payment on June 30, 2023.**

State Source Funding Research

The faculty member may receive up to 30% of his/her 2022-2023 academic year contracted salary, as of 5/31/2023.

Payment Dates

- The payment dates are June 30th, and July 31st, 2023.

Graduate Assistants and Part-time Instructions

PPGRA will be used for Graduate Assistants and Part-time Instructors.

Terms and Definitions

Empl Record Always select the Employee Record Number for the Primary Job. In a majority of the instances, the Employee Record Number will be '0'.

Comp Rate The employee's Annual Rate for the Academic Year.

Summer Pay (Max Allowed) The Maximum Earnings Allowed for the Summer. It is 33.33% of the Comp Rate.

Summer Pay (Amt Per Summer) The Total Earnings for the employee for the Summer. It was must lower than or equal to the Summer Pay (Max Allowed Per Summer).

Earning Indicate the type of work that will be performed during the semester.

- **(SUM)** Summer Pay – Instruction
- **(ADS)** Summer Non-Instructional Assignment - Administrative Release
- **(CFR)** Summer Comp for Research – Compensation for Research

Combination Code The Speedtype or short code which identifies a string of chartfield values. Examples are below:

Account Code/ Speedtype	Fund (5)	Department (9)	Program (5)	Class (5)	Budget Period (4)	Proj/Grant (10)
EPSI	10000	142000000	11100	11000	2023	N/A
SP000GLA19	20000	111000000	12100	61000	2023	SP000GLA19

1. Select **Navigator>Payroll for North America>Payroll Customizations>AYP/Summer Pay>Use>Summer Pay**

Summer Faculty Payment Processing

Payroll for North America>Payroll Customizations>AYP/Summer Pay>Use>Sumer Pay

Summer Pay

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Empl ID	begins with	<input type="text"/>
Empl Record	=	<input type="text"/>
Department Set ID	begins with	<input type="text"/>
Department	begins with	<input type="text"/>
Position Number	begins with	<input type="text"/>
Company	begins with	<input type="text"/>
Last Name	begins with	<input type="text"/>
Name	begins with	<input type="text"/>
Pay Group	begins with	<input type="text"/>

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Step 1

Search by the **Empl ID** and **Employee Record Number**, **Last Name** and **First Name**, or **Department**. Press Enter or Click the **Search** button.

Summer Pay

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

Empl ID begins with ▼ 4000076

Empl Record = ▼

Department Set ID begins with ▼

Department begins with ▼

Position Number begins with ▼

Company begins with ▼

Last Name begins with ▼

Name begins with ▼

Pay Group begins with ▼

Case Sensitive

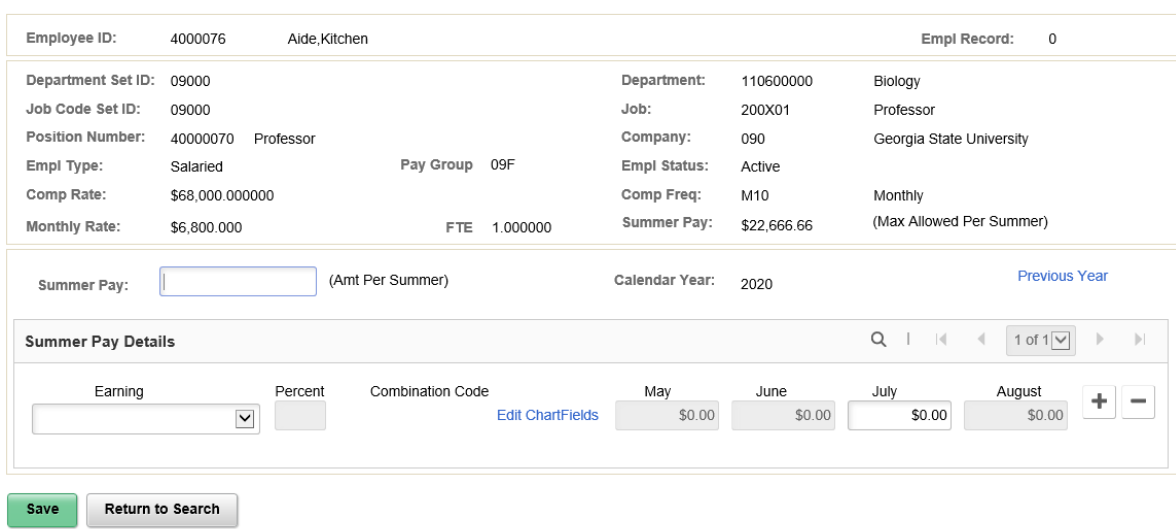
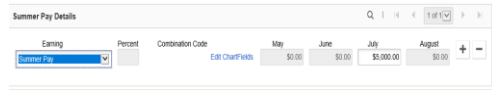
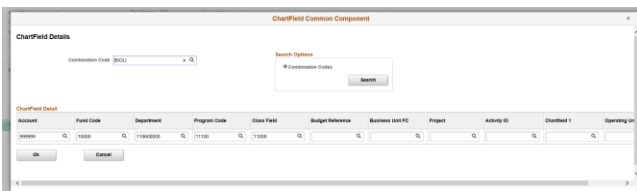
Search

Clear


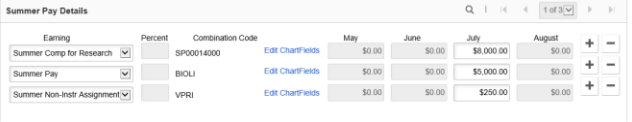
[Basic Search](#)  [Save Search Criteria](#)

Note: In most instances, the **Employee Record Number** will be "0".

Note: Search using last Name if you do not know the Empl ID.

<p>Step 2</p>	<p>The Summer Pay panel view.</p>  <p>The screenshot shows the Summer Pay panel for Employee ID 4000076, Aide, Kitchen. It displays various details such as Department Set ID (09000), Job Code Set ID (09000), Position Number (40000070), and Monthly Rate (\$6,800.000). A table shows compensation for May, June, July, and August, all currently at \$0.00. There are 'Save' and 'Return to Search' buttons at the bottom.</p>				
<p>Step 3</p>	<p>Earning – Select from the Drop-Down list one of the following Types of Compensation Codes</p> <table border="1" data-bbox="341 1144 885 1249"> <tr> <td>(SUM) Summer Pay</td> </tr> <tr> <td>(ADS) Summer Non-Instr Assignment</td> </tr> <tr> <td>(CFR) Summer Comp for Research</td> </tr> </table>	(SUM) Summer Pay	(ADS) Summer Non-Instr Assignment	(CFR) Summer Comp for Research	<p>(SUM) Summer Pay – Instruction</p> <p>(ADS) Summer Non-Instr Assignment - Administrative Release</p> <p>(CFR) Summer Comp for Research – Compensation for Research</p>
(SUM) Summer Pay					
(ADS) Summer Non-Instr Assignment					
(CFR) Summer Comp for Research					
<p>Step 4</p>	<p>Enter the Compensation Amount in the Field below the Month in which it is to be paid. The fields grey out as the payroll for each month is processed. You can only enter Compensation in fields that are not greyed out.</p>  <p>The screenshot shows the 'Summer Pay Details' table with the 'Earning' dropdown set to 'Summer Pay'. The 'May' field is active and ready for input, while 'June', 'July', and 'August' are greyed out.</p>				
<p>Step 5</p>	<p>Click on the Edit Charfields hyperlink to Enter the SpeedType to which the Compensation should be charged.</p> <p>Click ok to accept SpeedType.</p>  <p>The screenshot shows the 'CharField Common Component' dialog box with a search field for 'Combination Code' and a search button.</p>				

Summer Faculty Pay

<p>Step 6</p>	<p>Click the Save Button to Save your Entry(ies).</p>																																	
<p>Step 7</p>	<p>Click on the "+" to add additional rows. Click on the "-" to delete rows.</p>	 <table border="1"> <thead> <tr> <th>Earning</th> <th>Percent</th> <th>Combination Code</th> <th>May</th> <th>June</th> <th>July</th> <th>August</th> <th></th> </tr> </thead> <tbody> <tr> <td>Summer Comp for Research</td> <td></td> <td>SP00014000</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$8,000.00</td> <td>\$0.00</td> <td>+</td> </tr> <tr> <td>Summer Pay</td> <td></td> <td>BIOU</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$5,000.00</td> <td>\$0.00</td> <td>-</td> </tr> <tr> <td>Summer Non-Instr Assignment</td> <td></td> <td>VPRJ</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$250.00</td> <td>\$0.00</td> <td>+</td> </tr> </tbody> </table>	Earning	Percent	Combination Code	May	June	July	August		Summer Comp for Research		SP00014000	\$0.00	\$0.00	\$8,000.00	\$0.00	+	Summer Pay		BIOU	\$0.00	\$0.00	\$5,000.00	\$0.00	-	Summer Non-Instr Assignment		VPRJ	\$0.00	\$0.00	\$250.00	\$0.00	+
Earning	Percent	Combination Code	May	June	July	August																												
Summer Comp for Research		SP00014000	\$0.00	\$0.00	\$8,000.00	\$0.00	+																											
Summer Pay		BIOU	\$0.00	\$0.00	\$5,000.00	\$0.00	-																											
Summer Non-Instr Assignment		VPRJ	\$0.00	\$0.00	\$250.00	\$0.00	+																											

Notes:

- Summer Faculty cannot earn more than **33 1/3 %** of total contract salary.
- The Summer Pay panel is the preferred entry method of the OneUSG for processing Summer Pay.