





# FACULTY SUMMER ADMINISTRATION

## System removal of end date, F9 -A1 , Last Paid Date: Jun 30, 2011

Item	Current Value	New Value
Job End Date: MM/DD/YYYY*(Not Enterable)	06/30/2011	<input type="text"/>

## Faculty Job Detail with Monthly Salary, F -A1 , Last Paid Date: Jun

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	06/30/2011	<input type="text"/>
Personnel Date: MM/DD/YYYY*	06/30/2011	<input type="text"/>
Job Status: *(Not Enterable)	Terminated	<input type="text" value="A"/>
Job Change Reason: *(Not Enterable)	ENDSC	<input type="text" value="ADDJB"/>
Appointment Percent: *(Not Enterable)	65	<input type="text" value="100"/>
Assign Salary: *	11932	<input type="text"/>
Hours per Pay: *(Not Enterable)	112.66	<input type="text" value="173.33"/>

The Jobs Effective Date and Personnel Date represents the first day of the Faculty Summer Administration starting on the first of the month.

**Example:** Faculty Summer Administration starts on June 1st. Enter as 06/01/2016.

Job Change Reason, Appointment Percent and Hours per Pay are. Not enterable fields and will automatically default

Assigned Salary is the exact amount the individual is to be paid for the month or months they are doing their Faculty Summer Administration

**Example:** Monthly payment to be received is \$500 for June & July. Enter as \$500 do not add together.

## Job End Dates (general), F9 -A1

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	06/30/2011	<input type="text"/>
Personnel Date: MM/DD/YYYY*	06/30/2011	<input type="text"/>
Job Status: *(Not Enterable)	Terminated	<input type="text" value="T"/>
Job Change Reason: *(Not Enterable)	ENDSC	<input type="text" value="JBEND"/>

The Jobs Effective Date and Personnel Date represent the last day the of Faculty Summer Administration pay period.

**Example:** If the Faculty Summer Administration ends in July. Enter as 07/31/2016.

## Enter Default Earnings, F9 -A1 Professor, Last Paid Date: Jul 31, 2015

Current						
Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date

New Value							
Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date	Remove
MM/DD/YYYY						MM/DD/YYYY	
<input type="text"/>	<input type="text" value="Not Selected"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="Not Selected"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="Not Selected"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="Not Selected"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>

The Effective Date should reflect the start of the transaction identified in the Faculty Job Detail section above.

Earnings should be "203", Faculty-Summer Session.

Enter the same number is the Hours per Pay section in the Faculty Job Detail section above in Hours or Unit per pay section here.

\*\*Leave Deemed Hours and Special Rate blank

Enter the DAY AFTER the end date of the class or classes.

Example: For a class ending 07/28/2016, the end date would be 07/29/2016.

**New**  
**Effective Date:** MM/DD/YYYY

The Effective Date should reflect the start of the transaction identified in the Faculty Job Detail section above.

COA	Index	Fund	Organization	Account	Cost	Percent	Encumbrance Override End Date
<input type="text" value="U"/>	<input type="text" value="123456"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="200B"/>	<input type="text"/>	<input type="text" value=".00"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="789101"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="200B"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total:</b>						<input type="text" value=".00"/>	<input type="text"/>

DO NOT USE THESE INDECIES!!! They are not real Index Codes!!!!

Enter the labor distribution that is effective for that month's payment for Faculty Summer Administration.  
 Note: The account code for Faculty Summer Administration, 200B.  
 Note: The labor distribution percent must equal 100%

### Routing Queue

Approval Level	User Name	Required Action
<input type="text" value="20 - (DFA1) Dept Apprv Level 1 - Faculty"/>	<input type="text"/>	<input type="text" value="Approve"/>
<input type="text" value="40 - (CSO) College/School/Other Approver"/>	<input type="text"/>	<input type="text" value="Approve"/>
<input type="text" value="60 - (EAFAC) Employment Area Faculty"/>	<input type="text"/>	<input type="text" value="Approve"/>
<input type="text" value="93 - (FYIPAY) FYI - Payroll at Approval"/>	<input type="text"/>	<input type="text" value="FYI"/>
<input type="text" value="95 - (APPLY) Applier"/>	<input type="text"/>	<input type="text" value="Apply"/>
<input type="text" value="Not Selected"/>	<input type="text"/>	<input type="text" value="Not Selected"/>
<input type="text" value="Not Selected"/>	<input type="text"/>	<input type="text" value="Not Selected"/>
<input type="text" value="Not Selected"/>	<input type="text"/>	<input type="text" value="Not Selected"/>
<input type="text" value="Not Selected"/>	<input type="text"/>	<input type="text" value="Not Selected"/>

The Routing Queue is a Pre-defined standard of approval levels.

The User Name is the person/entity associated with a specific approval level.

The Required Action field identifies the appropriate action needed by the user.

### Comment

Interim Dean for \$10000 06/01/2016-08/15/2016

Enter comments that describe the action being submitted.

To complete the Faculty Summer Administration EAPF, click on the **Upload Documents** button at the top of the page to attach the Faculty Summer Administration form. For instructions on how to attach a document to your EAPF please reference the "Attaching Documents" job aid. Please note, you will have 5 minutes to attach your document otherwise the system will log you out and you will be required to log in again. For assistance with the Faculty Summer Administration form, please visit the Office of Faculty Affairs website.