



# GEMS Appointments Training

*Division of Human Resources*

Table of Contents

- When to Recruit and When to Use ASF ..... 2
- Appointment Status Form (ASF) ..... 2
- GEMS Appointment Status Form ..... 3
  - Step 1 – Obtain Approval – Salary Authority Delegation ..... 3
  - Step 2 – Verify Information in Job Data ..... 3
  - Step 3 – Generate an Appointment Status Form ..... 3
  - Step 4 – Have ASF Signed and Send to DHR..... 6
  - Step 5 – Use Job Data to Verify Appointment Was Entered ..... 6
  - Step 6 – Set up Pay Distribution If Needed ..... 6
- Graduate Assistant Job Codes ..... 7
- Temporary Job Codes ..... 8
  - Temporary Appointments Crosswalk ..... 9
- Online Salary Calculators ..... 10
  - How Do I Find the Calculators? ..... 10
  - Figure Salary for a Semester Appointment ..... 10
  - Figure Salary for an Hourly Appointment ..... 11
  - Figure Salary and FTE for an Faculty Summer Appointments ..... 11
  - Salary Plans ..... 12

## When to Recruit and When to Use ASF

Most appointments must now be processed as a recruitment with few exceptions. Visit the Recruitment and Hiring Procedures under HR Procedures. For additional need-to-know facts, review the Employment References policy on the General Counsel website.

1. Students (including Graduate Assistants, Medical Residents and FWSP) who are already in the system and have been active within the past year.
2. Individuals already in the system can be appointed as Non-student Temporary as long as it does not exceed sixty (60) days of employment or a total of 120 hours worked in a calendar year. NOTE: there are exceptions so check the Employment Reference policy.
3. If hiring post-retirement USF faculty, please contact DHR.
4. Non-compensated courtesy faculty appointed in USF Health who directly support Graduate Medical Education at the Morsani College of Medicine, provided their primary employer is not USF.

*Please view the Employment References policy for information on individuals hired through a search conducted by an external search firm or search consultant.*

For all hires and rehires:

- Offer letters are found on DHR Forms page. Download new one each time as they change without warning.
- If employee is inactive over 120 days and appointment is over 60 days, must do job opening and have employee apply so department can get employment references from current/recent supervisor.
- Salary Delegation rules apply for all salary actions/rehires.
- Attach copy of offer letter to Appointment Status Form.
- Department sets up computer and phone, system access, keys, etc.

## Appointment Status Form (ASF)

An appointment status form is a page in GEMS for entering appointment information. This generates a paper form that is signed and sent to DHR to be entered in GEMS.

**Changes to Job** (Pay Actions, FTE, etc.) – The appointment status form is used for any changes to an existing employee’s record. Examples include:

- Hiring a student assistant who worked for your department last semester
- Rehiring a non-student Temporary with less
- Pay change (Salary Delegation rules apply for any pay actions)
- Change in number of hours worked (FTE)
- Terminations (if termination is for an employee on a position, attach documentation such as a letter of resignation)

Steps

- Get approval for hire or pay action.
- Look in Job Data for existing information.
- Is there more than one record number? Look at all of them.
- Do they have any active appointments? Do the active appointments exceed 40 hours?
- Are they showing as terminated? Has it been over a year? If so, use RightStart.
- Generate ASF and have it signed by Accountable Officer and others per Salary Delegation.
- Scan a copy for your records; send hard copy to DHR. Be aware of Appointment Guarantee Dates.

- Use Job Data to verify appointment was entered. Contact your HR rep if you have questions.
- Set up Pay Distribution if needed.

NOTE: Employee being rehired after more than a year must come to DHR and complete the new hire paperwork.

## GEMS Appointment Status Form

### Step 1 – Obtain Approval – Salary Authority Delegation

From the DHR website’s home page, go to HR Services → Classification and Compensation → Salary Delegation Authority.

### Step 2 – Verify Information in Job Data

Workforce Administration > Job Information > Job Data

- Search for existing employees
- If there is more than one record number, review all job records
- Verify employee doesn’t already have an FTE totaling 40 hours
- If employee has multiple record numbers, use **Next in List** to move to next record number
- Check begin and end dates of existing appointments
- Can use Multiple Jobs Summary
- Check phone number, reports to, and location for accuracy

USF UNIVERSITY OF SOUTH FLORIDA

Job Data Search

Work Location Job Information Job Labor Payroll Salary Plan Compensation USF Job Data

**Patricia Geisler** Employee Empl ID 0000034525  
Empl Record 0

Work Location ?

Effective Date 03/13/2015  
Effective Sequence 0  
HR Status Active  
Payroll Status Active

Action Pay Rate Change  
Reason Base-Market Equ  
Job Indicator Primary Job

Position Number 00001110 Learning & Devt Facilitator

Last Start Date 07/31/2000  
Expected Job End Date

Job Data Employment Data Earnings Distribution Benef

### Step 3 – Generate an Appointment Status Form

USF Menu Items > USF Menu Items > Inquire > Appointment Status Form

NOTE: Only complete fields for which there are changes. The printed report has three columns: left column is description, middle column shows current data, right column shows changes. Only input fields that are changing.

Appointment Status 1 Tab:

- Effective date – first day of work or change
- Appt End Date -- Only for TEMPORARY or time-limited positions. Temporary not over one year
- Department – GEMS department ID

Appointment Status 1 Appointment Status 2 Appointment Compensation Appointment Notes

**Patricia Geisler** Employee Empl ID 0000034525

Work Location

Effective Date: 03/13/2015 Appt End Date: (Last Day Worked) Clear All  
Position Number: 00001110 Learning Department: 0-0320-000 HR

Job Information

Job Code: 9291 Lrn Dev Fa Compensation Frequency: 12 Month  
Empl Class (Appt Status Mod): Faculty/A&P Regular Standard Hours: 40.00 FTE: 1.000000

- Job Code – see Job Code chart in this document
- Compensation Frequency – see Job Code chart
- Empl Class – see Crosswalk in this document
- Standard hours and FTE

**Appointment Status 2 Tab:**

- Fac Admin Code=Supervisory Level. Used for faculty with supervisory or administrative roles.
- Student Level drop down – this can affect FICA status for students
- Mail Point – only if changed
- Phone – only if changed
- Citizenship Status – appointment end date cannot be later than Employment Authorization End Date. Call your HR Rep if you have questions about this.

Appointment Status 1 | **Appointment Status 2** | Appointment Compensation | Appointment Notes

**Patricia Geisler** Employee Empl ID 00000034525

**USF Job Data**

Fac Admin Code: N1 Coordinator

Student Level: [dropdown] Mail Point: SVC 2072

Phone: 813/974-5532

**Identification Data**

Citizenship Status: Native Employment Authorization End Date: [calendar icon]

**Appointment Compensation Tab:**

- Comp Rate Code – see Crosswalk
- Comp Rate – input rate according to type of rate – if the rate code is:
- NAHRLY, type per hour rate
- BIWK, type biweekly rate
- NAANNL, type annual or semester rate

To add an additional row for a temporary Special Pay Increase (SPI), click the Add button. (Use **+** SPIB for biweekly and SPIA for annual.)

Appointment Status 1 | Appointment Status 2 | **Appointment Compensation** | Appointment Notes

**Patricia Geisler** Employee Empl ID 00000034525

Current: Appointment Compensation Personalize | Find | First 1 of 1 Last

Comp Rate Code	Seq	Comp Rate	Percent
1 NAANNL	0		0.000

Change To: Appointment Compensation Personalize | Find | First 1 of 1 Last

Comp Rate Code	Seq	Comp Rate	Percent		
1 NAANNL	0		0.000	+	-

**Contract Period Salary Calculation:** Enter Comp Rate for Admin, Faculty, Adjunct Faculty and Grad Assistants for entire contract period, whether or not the employee is appointed for the entire period. For example, if Mary Smith is hired on September 1 as a 12-month Administrative employee at \$50,000 per year, enter “50,000” as the total salary, even though she won’t get that much her first calendar year.

The bi-weekly pay is calculated by dividing the total salary for the contract period (e.g., fall semester or 9-month) by the number of pay periods in the contract period. For example, a salary of \$50,000 for a 12-month appointment would give a bi-weekly pay of \$1915.71 (50,000 ÷ 26.1). A salary of \$50,000 for a 9-month appointment would give a bi-weekly pay of \$2564.10 (50,000 ÷ 19.5).

The bi-weekly salary is determined by the number of pay periods in the contract period. The actual salary paid during the appointment is determined by the appointment begin and end dates. For example, Mary Smith is still going to have a bi-weekly salary of \$1915.71, even though she’s not going to work the entire contract period.

Semesters	Pay Periods
Calendar Year (12 mos)	26.1
Academic Year (9 mos)	19.5
Semester I (Fall)	9.7
Semester II (Spring)	9.8

Summer Semesters	Pay Periods
Summer A	3.2
Summer B	3.3
Summer C	6.5

**Appointment Notes Tab:**

- Remarks – anything helpful for you, DHR or your Accountable Officer.
- Prepared by – your name
- Date (date prepared)
- Preparer phone (include area code)
- Preparer Mail Point
- Initiating officer – usually accountable officer
- Admin officer – Salary Delegate

Click the **Create Appt Change** button (it will gray out after being clicked). **NOTE:** If employee already has one or more active appointments, use Create Concurrent Job button.

The screenshot shows the 'Appointment Notes' tab for employee Patricia Geisler. The form contains the following sections:

- Remarks:** A large text area for entering notes.
- Prepared By:** Fields for Name, Date (03/23/2015), Phone, and Preparer Mail Point.
- Approvals:** Fields for Initiating Officer and Admin Officer, with buttons for 'Create Appt Change' and 'Create Concurrent Job'.

At the bottom right of the form are the roles 'Report Manager' and 'Process Monitor'.

The appointment status form will open in a new tab or window as a PDF that can be saved and printed.

**When to Use the Create Concurrent Job Button**

**Example 1:** You want to appoint Joe Schmoie to work 10 hours a week from September 1 to December 1. He has an active appointment with another department for 15 hours a week from July 1 to September 4. You will need to do a Concurrent Job.

**Example 2:** You want to appoint Sally Bull for 15 hours a week from September 1 to December 1. She has the following active appointments:

- Dept XYZ 20 hours/week July 1 – November 5
- Dept ABC 15 hours/week May 1 – September 10

You have several choices here:

- Appoint her for 5 hours/week from Sept 1 – Sept 10, then 15 hours/week from Sept 10-Dec 1. (NOTE: this will require TWO appointment status forms.
- Wait and appoint her for 15 hours a week beginning Sept 10.
- Call one of the other departments and ask them to submit an ASF reducing the hours (In this case,

**Step 4 – Have ASF Signed and Send to DHR**

Have the Appointment Status form signed by the appropriate people, then send to Human Resources at SVC2172. Staple any required salary approval paperwork to the appointment status form.

USF Appointment Status Form	
Name: <u>Sandidge, Brittany Renee</u>	Employee ID: <u>00000052946</u> Effective Date: <u>08/10/2007</u> (Of This Action)
	Empl Rcd#: <u>0</u>
<u>Current:</u>	<u>Change To:</u>
Appointment End Date:	5/4/2008
Position Number:	
Department:	0-0350-000 Organization Development Train
Job Code:	9190 Student Assistant
Compensation Frequency:	H Hourly
Empl Class (Appr Status Modifier):	OPS Student Assistant
Standard Hours:	20.00
FTE:	0.50
Salary Administrative Plan:	09
Grade/Step:	/ /
Administrative Code:	
Student Level:	Undergraduate, FWSP
Job Overlap? (Y/N):	
Dual Compensation? (Y/N):	
Citizenship Status:	1 Native
Appointment Authorization End	

In this example, note the Change To column is blank except for the new appointment end date. Begin and end dates are all that's needed for this rehire.

**Step 5 – Use Job Data to Verify Appointment Was Entered**

Workforce Administration > Job Information > Job Data

A few weeks after sending in your ASF, check in Job Data to verify the appointment has been entered.

If you notice a problem after it's entered, please contact your DHR Rep as soon as possible. Your Rep will tell you what's needed.

The screenshot shows the 'Job Data' page for Patricia Geisler. The interface includes a navigation menu at the top with 'Workforce Administration > Job Information > Job Data'. Below the navigation, there are tabs for 'Work Location', 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', 'Compensation', and 'USF Job Data'. The main content area displays the following information:

- Employee:** Patricia Geisler, Empl ID 00000034525, Empl Record 0
- Work Location:** (indicated with a question mark icon)
- Effective Date:** 03/13/2015
- Effective Sequence:** 0
- HR Status:** Active
- Payroll Status:** Active
- Position Number:** 00001110, Learning & Devt Facilitator
- Last Start Date:** 07/31/2000
- Expected Job End Date:** (blank)

At the bottom of the page, there are four tabs: 'Job Data', 'Employment Data', 'Earnings Distribution', and 'Benefit'.

**Appointment Guarantee Date** – The GEMS Biweekly Processing Schedule (available on Payroll site) has a column labeled Appointment Guarantee Dates – Deadline to Submit Appointment Forms to DHR. These are the dates the ASFs must be in DHR in order to be processed in time for the employee to be paid for that week.

**Step 6 – Set up Pay Distribution If Needed**

GEMS uses GEMS combo codes to determine which chartfield to charge for the salary expenses. When appointing an employee, you may add the combo code to the remarks section. Please indicate if it is a *change* or *just a continuation* of what is currently actively for that record.

**Graduate Assistant Job Codes**

	<b>Research Assistant</b>	<b>Research Associate</b>	<b>Teaching Assistant</b>	<b>Teaching Associate</b>	<b>Graduate Assistant</b>	<b>Graduate Instructional Assistant</b>
	<b>9182</b>	<b>9181</b>	<b>9184</b>	<b>9183</b>	<b>9185</b>	<b>9550</b>
Accepted & classified as a degree seeking student	X	X	X	X	X	X
Overall & program GPA ≥ 3.00 (NO P2 or P3 status)	X	X	X	X	X	X
Enrolled full-time 9/9/6	X	X	X	X	X	X
Duties directly related to student's program of	X	X	X	X	X	X
Planned evaluations	X	X	X	X	X	X
9-month, 12-month semester or summer/fall/spring	X	X	X	X	X	X
Support from grants & contracts required	X	X				
Overtime eligibility					X	
Research duties	X	X				
Masters-level student	X	X	X	X	X	X
Doctoral-level student	X	X	X	X	X	X
2 years of research experience		X				
Completed a minimum of 30 graduate credit hours		X		X		
Completed a minimum of 18 graduate credit hours			X			
Minimum score of 50 TSE (SPEAK test), 26 Internet-based TOEFL (iBT), 160 on the spoken portion of the TOEIC			X	X		
May be a primary instructor for undergraduate courses			X	X		
Assist with teaching functions; Not primary						X
Nonexempt hourly, submit timesheet					X	
Salaried employee	X	X	X	X		X

Be aware that GAs are covered by a collective bargaining agreement and have salary minimums. Check the DHR or Graduate School website for the current minimum salaries. For more information, download the *USF Graduate Assistant Policies and Guideline* handbook at <http://www.grad.usf.edu/inc/linked-files/GA/GA-Handbook.pdf>.

### Temporary Job Codes

Job Code	Sal/Hourly	Title	Description
0012	Salaried (not overtime eligible)	Executive, Administrative, Managerial	Assignments require primary responsibility for management of the unit, management policies or business operations.
0013	Salaried (not overtime eligible)	Other Prof (Support Service)	Assignments that require either college degree or comparable background such as librarians, accountants, counselors, coaches, lawyers, and pharmacists.
0014	Hourly (overtime eligible)	Clerical/ Secretarial	Clerical activities. Work such as clerks, including sales and library clerks.
0015	Hourly (overtime eligible)	Technical/ Para-professional	Specialized knowledge or skills such as computer programmers, licensed practical or vocational nurses, dieticians. Include a professional or technician in supportive role.
0016	Hourly (overtime eligible)	Skilled Craft	Special manual skills and knowledge such as mechanics, electricians, machinists, carpenters.
0017	Hourly (overtime eligible)	Service/ Maintenance	Include cafeteria/restaurant workers, drivers, custodial personnel, and groundskeepers and security personnel.
0018	Hourly (overtime eligible)	Other Prof (Support/ Service)	Assignments that require either college degree or comparable background such as librarians, accountants, counselors, coaches, lawyers, and pharmacists.
9004	Salaried	Instructor	Used for Faculty Adjunct appointments. Can also be used for Instructors appointed on line positions.
9180	Salaried	Postdoctoral Scholar – Research	Time limited; employee with a doctoral degree doing mentored research and/or scholarly training to acquire skills needed to pursue a specific career path.
9194	Salaried	Postdoctoral Scholar - Clinical	Same as 9180 but includes individuals that are gaining additional clinical training after completing a residency, or are individuals of greater experience who wish to change clinical specialties.
9195	Salaried	Postdoctoral Scholar – Instructional	Time limited; employee with a doctoral degree doing mentored research and/or scholarly training to acquire skills needed to pursue a specific career path.
9193	Salaried	Psychological Intern	Time limited within the Counseling Center. For further detailed information and hiring requirements refer to the Counseling Center website on Psychology Interns.
9188	Salaried	Medical Resident	Time limited, up to one year. Physician in a residency program within the Col of Med. For information, refer to the USF Health website on Medical Residents.
9190	Hourly	Student Assistant	Up to 32 hours per week FICA exempt if they follow IRS guidelines. Must be enrolled half time for the semester appointed. Foreign Nationals must be enrolled full time. Check the DHR website for exceptions.
9990	Salaried	Resident Assistant	An appointment in a professional capacity within Housing & Residential Education. Refer to the Housing & Residential Education website for more detailed information and hiring requirements.



**Temporary Appointments Crosswalk**

Appointment Status 1 Tab			Appointment Status 2 Tab	Appt Comp	Multiply biweekly rate by appt period multiplier.	
Job Code	Comp Freq	Empl Class	Student Level	Comp Rate	Appt Period	Salary Multiplier
Hourly Temp Ex: 0014, 0015	H	A-OPS NonStu	None	NAHRLY	Hourly	hourly rate
Salaried Temp Ex: 0012, 0013	E	A-OPS Reg NonStu	None	BIWK	Bi-weekly	biweekly rate
Student Asst - 9190	H	Z-OPS Stu Asst	Undergrad Hrly/ <b>FWSP Graduate Hrly</b> / <b>FWSP</b>	NAHRLY	Hourly	hourly rate
Graduate Assistants (9181, 9182, 9183, 9184 & 9550) All are Salaried Temp	I	M-OPS GradAsst	Grad Masters/Grad Doctoral	NAANNL	12 mos	biweekly X 26.1
	M9	M-OPS GradAsst	Grad Masters/Grad Doctoral	NAANNL	9 mos	biwk X 19.5
	U1	M-OPS GradAsst	Grad Masters/Grad Doctoral	NAANNL	Sem 1	biwk X 9.7
	U2	M-OPS GradAsst	Grad Masters/Grad Doctoral	NAANNL	Sem 2	biwk X 9.8
	UA	M-OPS GradAsst	Grad Masters/Grad Doctoral	NAANNL	Sum A	biwk X 3.2
	UB	M-OPS GradAsst	Grad Masters/Grad Doctoral	NAANNL	Sum B	biwk X 3.3
	UC	M-OPS GradAsst	Grad Masters/Grad Doctoral	NAANNL	Sum C	biwk X 6.5
Grad Assist-9185 Hourly	H	M-OPS GradAsst	Grad FWSP/Grad Hourly/ PHD FWSP/PHD Hourly	NAHRLY	12 mos	hourly rate
Adjunct Faculty - Salaried Temp	M9	F-OPS Adj Fac	None	NAANNL	9 mos	biwk X 19.5
	U1	F-OPS Adj Fac	None	NAANNL	Sem 1	biwk X 9.7
	U2	F-OPS Adj Fac	None	NAANNL	Sem 2	biwk X 9.8
	UA	F-OPS Adj Fac	None	NAANNL	Sum A	biwk X 3.2
	UB	F-OPS Adj Fac	None	NAANNL	Sum B	biwk X 3.3
	UC	F-OPS Adj Fac	None	NAANNL	Sum C	biwk X 6.5
Post Doc 9180 - Salaried Temp	I	P-PostDoc	None	NAANNL	12 mos	biweekly X 26.1
	M9	P-PostDoc	None	NAANNL	9 mos	biwk X 19.5
	U1	P-PostDoc	None	NAANNL	Sem 1	biwk X 9.7
	U2	P-PostDoc	None	NAANNL	Sem 2	biwk X 9.8
	UA	P-PostDoc	None	NAANNL	Sum A	biwk X 3.2
	UB	P-PostDoc	None	NAANNL	Sum B	biwk X 3.3
	UC	P-PostDoc	None	NAANNL	Sum C	biwk X 6.5

# Appendix

## Online Salary Calculators

| [Semester Salary Calc](#) | [Summer Faculty FTE Calc](#) | [Hourly Salary Budget Calc](#) |

### How Do I Find the Calculators?

The calculators can be found on the Human Resources website under **Forms Library**. Type Salary into the search field as shown but don't hit Enter.

Click the Salary Calculator link in the results.

**Forms Library**

The HR Forms Index is a list of forms with description, department, format and contact fo provided for each link. All fields are searchable by keyword, please see instructions und

--Show/Hide Advanced Search Options--

Search:  All A B C D E F G H I J K

---

*Displaying all results containing "salary"*

Form	Description
Salary Calculator	Salary Calculator online tool

### Figure Salary for a Semester Appointment

Some USF employees, such as Adjunct Faculty and Graduate Assistants are appointed for specific periods (fall, spring, summer). The Compensation Frequency selection controls how the salary is paid and for how long.

Example: On an ASF for a GA appointed at \$5,000 for the fall semester, pay is entered as NAANNL and the Comp freq as U1. This combination means the \$5,000 will be divided by 9.7 pay periods. If the GA is working for a shorter period, the pay has to be adjusted UPWARDS if the intent is to still pay the full \$5,000. This calculator helps figure salary in these cases.

Choose the semester, and then type in the actual start and end date. This will tell you the number of biweekly pay periods.

Enter either the desired semester rate or biweekly rate. The bottom fields will show you the actual amount the GA will be paid and the field just above it will show the amount to enter on the ASF.

**Figure Salary for a Semester (contract period) Appointment**

<b>Step 1 - Choose Semester</b>	Choose Semester # of Pay using drop-down Periods		Note, use the drop down at left to choose the semester.
	<input type="text" value="Semester I (Fal"/> <input type="button" value="v"/>	<b>9.7</b>	
<b>Step 2 - Enter appointment dates</b>	Enter ACTUAL Start Date	ACTUAL End Date	Biweekly pay periods
	<input type="text" value="09/15/09"/>	<input type="text" value="12/21/09"/>	7.0
<b>Step 3 - Enter EITHER desired semester rate or desired biweekly rate</b>	Desired Appointment Rate	<b>OR</b>	Desired biweekly rate
	<input type="text" value="5000"/>		<input type="text" value="0"/>
	Rate to enter on ASF		Rate to enter on ASF
	<input type="text" value="6928.57"/>		<input type="text" value="0"/>
<b>Actual amount to be paid. Include in Letter of Offer and in the ASF Remarks section.</b>	This is the ACTUAL amount employee will be paid		This is the ACTUAL amount employee will be paid
	<input type="text" value="5000.00"/>		<input type="text" value="0"/>

**Figure Salary for an Hourly Appointment**

Use the hourly calculator to figure budget needed for an hourly hire.

Enter the dates worked to get the number of pay periods, then enter hours per week and the hourly rate to get a total pay.

Hourly Salary Budget Calculator					
First, enter the begin and end dates of appointment	Employee name	Enter ACTUAL begin date	Enter ACTUAL end date	Number of biweekly pay periods	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.0	
Then, enter hours per week and hourly rate	Enter hours worked per week	X	Enter hourly rate	=	Total pay for length of appointment
	<input type="text"/>		<input type="text"/>		\$0.00
<b>OR</b>					
Enter pay amount available and hourly rate to get hours/FTE	Enter pay amount available for appointment	=	Enter hourly rate	X	Number of hours
	<input type="text"/>		<input type="text"/>		NaN
					FTE
					NaN

What if you have a set budget and want to be sure you don't exceed it? Use the last row to enter the budget available and hourly rate. The calculator will tell you how many hours the employee can work and the FTE.

**Figure Salary and FTE for Faculty Summer Appointments**

Faculty on a 9-month line position often teach courses during the summer. The collective bargaining agreement stipulates how this summer pay is to be figured.

Calculate summer salary and FTE based on 9 month salary and credit hours							
Semester	Faculty Member Name	9 Month (NAANNL) Salary	9 Month (Biweekly)	Summer Credit Hours	Summer FTE	Summer Weekly Hrs	Summer Salary
Summer C	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>	0	0	\$0.00
Summer A or B	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>	0	0	\$0.00

  

Calculate FTE based on a specific dollar amount:					
Semester	Faculty Member Name	9 Month (NAANNL) Salary	What do you want to pay?	Summer FTE should be	Summer Hours
Summer C	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0.00
Summer A or B	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0.00

For Summer 2009, there is a summer salary cap of \$12,000 per course. See below.

For questions, contact HR or your Dean's office.

This calculator helps departments figure summer pay and FTE for line position faculty based on their 9-month salary and it does it in two ways.

Calculate summer salary and FTE based on number of credit hours teaching. Enter the 9-month salary and the number of credit hours in either the Summer C or the Summer A/B rows. The calculator will figure the FTE, hours and salary for you.

Calculate FTE based on a dollar amount. Example, Dr. Sam Smart is working on a grant during the summer. The grant has \$10,500 available to pay him. Enter his 9-month salary and the \$10,500 into the fields. The calculator will tell you the FTE and hours to enter on the ASF.

## Salary Plans

Salary plans are captured in GEMS as a numerical code. See the chart below for a guide to those codes.

Position or Temporary	Salary Plan	Description
Position	21	Administration
Position	22	Faculty
Position	23	Staff
Position	24	A&P-Executive Service
Temporary	00	OPS-Other
Temporary	01	Extra State Compensation
Temporary	02	OPS-Phased Retirement
Temporary	05	OPS-Graduate Assistant
Temporary	06	OPS-Faculty
Temporary	08	OPS-Fellowships
Temporary	09	OPS-Student Assistant
Temporary	96	Postdoctoral Scholar-Non-paid
Temporary	97	Non-Employee Former Employee
Temporary	98	Non SUS Compensated (SUS)
Temporary	99	Non SUS Compensated (Non SUS)