



Summer/Extra Pay

AKA THE MOST CONFUSING THING EVER

Summer Pay



- ▶ Can be paid same month it's worked
- ▶ Available to 9 month faculty only
- ▶ Day after commencement until Sunday the week before classes start
- ▶ Can work up to 52.5 hours per week
- ▶ Not the same thing as summer school

Extra Pay



- ▶ Paid month after it's worked
- ▶ Available to faculty and administrative employees
- ▶ Limited to 15 hours per week including:
 - ▶ Overload
 - ▶ Dual Service
 - ▶ Summer School
 - ▶ Intercession aka *Maymester*

So, what's it all mean??



- ▶ Overload: credit hours taught above regular load
- ▶ Dual Service: work performed for another state agency
- ▶ Summer School: separate payroll in July and August for classes taught during that time
- ▶ Intercession (Maymester): the time between commencement and first term summer school

Let's talk about hours



- ▶ 9 month faculty: 400 extra hours during academic year
- ▶ 12 month employees: 532 extra hours during fiscal year
- ▶ Maximum hours per week that can be worked is 52.5
- ▶ Credit hours can be converted to clock hours in order to determine if employee is going over weekly limit

How do I convert credit hours?



- ▶ To convert credit hours to clock hours: credit hours x 2.5
 - ▶ Example: 2 credit hours x 2.5 = 5.0 clock hours
- ▶ To convert summer school credit hours to clock hours: credit hours x 7.5
 - ▶ Example: 2 credit hours x 7.5 = 15.0 clock hours

Forms, forms, and more forms.....



- ▶ Two forms submitted to payroll: timesheet and summary spreadsheet
- ▶ Timesheet is prepared by department that is paying the employee
- ▶ Summary spreadsheet is the responsibility of the home department
- ▶ Use forms from HR web site. Please don't modify forms.

Hourly rates

- ▶ 9 month faculty hourly rate:
 - ▶ divide annual salary by 1462.5
- ▶ 12 month employee hourly rate:
 - ▶ divide annual salary by 1950
- ▶ Annual salary doesn't include stipends
- ▶ If in doubt, call/email Payroll



This and That



- ▶ Round hours to no more than two decimal places
- ▶ Record extra and summer pay for the same month on separate timesheets (May and August)
- ▶ Record only one month per timesheet (exception: dual service)
- ▶ FOAPAL: We are unable to use Foundation FOAPALs in Payroll
- ▶ Payroll deadline for extra pay is the 5th of the month.

Which account code do I use?



- ▶ Summer pay: 61241
- ▶ Extra pay:
 - ▶ Faculty: 61213 Admin: 61613 Executive Admin: 61113
- ▶ Dual service:
 - ▶ Faculty: 61299 Admin: 61699 Executive Admin: 61199

Who signs these things??

- ▶ Employee
- ▶ Grant: Principal Investigator (P.I.)
- ▶ Employee's chairperson
- ▶ Project chairperson
- ▶ Dean (if it's an academic unit)





You got this!

Sonya Haney

Shaney@tntech.edu

372-3036