

# 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
- Dates vary by academic year: please refer to summary spreadsheet for exact dates (starts in May, ends in August)
- 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 (end of August through first part of May) and administrative employees
- Limited to 15 hours per week (this includes dual service)

#### 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 through DocuSign: 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 Payroll 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

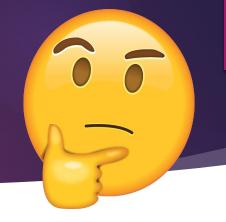


#### This and That



- 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 5<sup>th</sup> of the month.

#### Which account code do Luse?

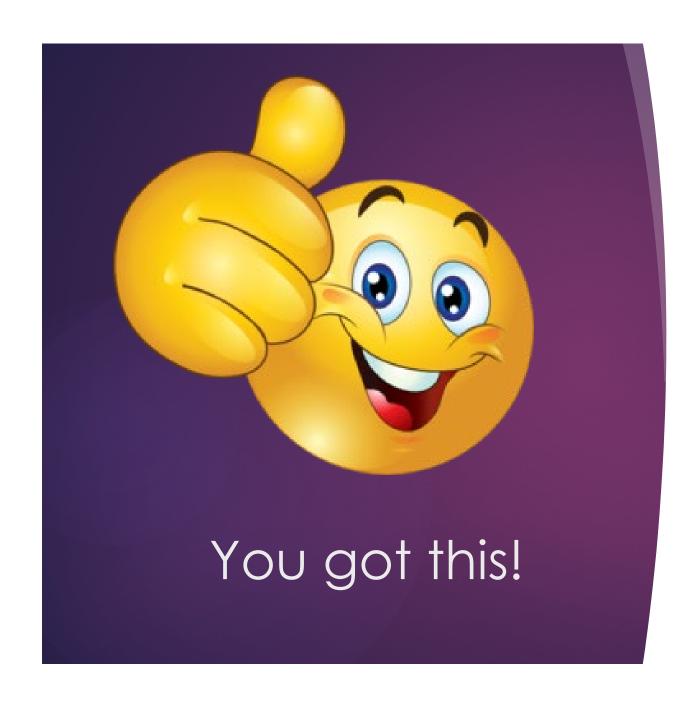


- ► Summer pay: 61245
- Extra pay:
  - Faculty: 61213 Admin: 61613 Executive Admin: 61113
- ▶ Dual service:
  - Faculty: 61299 Admin: 61699 Executive Admin: 61199

## Who signs these things??

- Employee
- Principal Investigator (if it's a grant)
- ► Employee's chairperson
- ► Project chairperson
- ▶ Dean (if it's an academic unit)





Sonya Haney Shaney@tntech.edu 372-3036