

# FT & Adjunct Faculty Payment Guidelines

## HR & BPFA REMINDERS

### FULL-TIME (FT) AND ADJUNCT FACULTY WORKDAY PROCESSES

**All new FT faculty and new adjuncts must apply for employment via WORKDAY**

- **NEW FT FACULTY** must go through *WORKDAY Recruiting Process* where **supervisor** must take steps to get them onboard. **New Fall work period** for these faculty will be **8/16/2020-5/15/2021**. **First paycheck** will be paid on **9/1/2020** if processing is completed on time.
- **EXISTING FT FACULTY TEACHING FALL** no *WORKDAY* process must be submitted if a FT faculty is simply continuing in their position. If faculty is being promoted or their job is somehow changing, the appropriate *WORKDAY Change Job Process* must be submitted.
- **EXISTING FT FACULTY TEACHING SUMMER** must go through *WORKDAY Add Additional Job Process* (Summer Faculty position for primary department or Adjunct Faculty position for secondary department) submitted by Administrative/ Executive assistant, and approved by Supervisor/Chair.
- **NEW ADJUNCT FACULTY** must go through *WORKDAY Recruiting Process* where **supervisor** must take steps to get them onboard. **New Fall work period** for these faculty will be **8/16/2020-12/31/2020**. **First paycheck** will be paid on **9/1/2020** if processing is completed on time.
- **EXISTING ADJUNCT FACULTY** must have *WORKDAY Change Job > Data Change Process* for Fall (if not teaching Summer II or III) or *Add Additional Job Process* (if teaching Summer II or Summer III due to overlap of terms) submitted by Administrative/Executive assistant, and approved by Supervisor/Chair. **New Fall work period** for these faculty will be **8/16/2020-12/31/2020**. **First paycheck** will be paid on **9/1/2020** if processing is completed on time.
- **NON-FACULTY ADMINISTRATORS TEACHING OUTSIDE OF WORKING HOURS ARE ADJUNCT FACULTY** so **Service Contracts are no longer required**. They must also apply via WORKDAY, then follow appropriate adjunct process above depending on if they are new or existing.

### OVERLOADS (OL)

- **IF FACULTY EXCEEDS 100% EFFORT (OR 6 SCH) IN ONE SUMMER TERM**, paper budget action form (BAF) must be submitted for OL.
- **IF FACULTY IS TEACHING FALL & WINTERMESTER SUBMIT BAF FOR WINTERMESTER, IF TEACHING SPRING & MAYMESTER, SUBMIT BAF FOR MAYMESTER** due to overlap of terms.

### TERMINATIONS

- **ADJUNCT FACULTY** should only be separated via *WORKDAY Termination Process* if you do not expect them to teach for you again, otherwise they may remain Active for one year. If they do not teach by the following year, they must be terminated.
- **FOR FT FACULTY TEACHING SUMMER**, do not forget to submit *WORKDAY End Additional Job Process* for the Summer Faculty position once Summer ends.

### SALARY CALCULATIONS

- **FOR FT FACULTY TEACHING SUMMER**
  - If 9 mo. salary is more than **\$66,185**, budgeted salary is capped at **\$1,833.33 per SCH** or **\$5,500 for 3 SCH course** (NEW MAX FOR SUMMER 2020)
  - If 9 mo. salary is less than **\$48,135**, budgeted salary is **\$1,333.33 per SCH** or **\$4,000 for 3 SCH course** (NEW MIN FOR SUMMER 2020)
  - If 9 mo. salary is between **\$66,185** and **\$48,135**, budgeted salary is calculated by multiplying 9 mo. salary x 2.77% = Pay for 1 SCH

\*Once a FT faculty reaches 6 SCH for Summer terms, **any courses taught over 6 SCH must be paid at overload rate of pay, \$1,000 per SCH. Prior approval from Provost is required.**

- **FOR ADJUNCTS TEACHING SUMMER**, rate of pay is stated in offer letter
- Budgeted Salary for Term / # Term Months / % Effort for Term = **Monthly Amount for WORKDAY**

**WORK PERIODS, % EFFORT/SCHEDULED WORKING HOURS FOR HR/PAYROLL PURPOSES**

Term	Dates for WORKDAY	FOR
Fall	8/16/20xx – 12/31/20xx	Adjuncts/OL
Fall Flex-Term	9/1/20xx – 1/15/20xx	Adjuncts/OL
Fall Sub-Term I	9/1/20xx – 10/31/20xx	Adjuncts/OL
Fall Sub-Term II	11/1/20xx – 12/31/20xx	Adjuncts/OL
Wintermester	1/1/20xx – 1/15/20xx	Adjuncts/OL
Spring	1/1/20xx – 5/15/20xx	Adjuncts/OL
Spring Flex-Term	2/1/20xx – 5/31/20xx	Adjuncts/OL
Spring Sub-Term I (III)	1/16/20xx – 3/15/20xx	Adjuncts/OL
Spring Sub-Term II (IV)	3/16/20xx – 5/15/20xx	Adjuncts/OL
Maymester	5/16/20xx – 5/31/20xx	Adjuncts/OL
Summer Sub-Term I (V)	5/1/20xx – 6/30/20xx	Adjuncts/OL
Summer Session I	6/1/20xx – 7/15/20xx	Adjuncts/OL
Summer Sub-Term II (VI)	7/1/20xx – 8/31/20xx	Adjuncts/OL
Summer Session II	7/16/20xx – 8/31/20xx	Adjuncts/OL
Summer Session III	6/1/20xx – 8/31/20xx	Adjuncts/OL

**FALL/SPRING (ADJUNCT FACULTY)**

SCH	% Effort	SWH
1	6.68%	2.67
2	13.33%	5.33
3	20.00%	8.00
4	26.68%	10.67
5	33.33%	13.33
6	40.00%	16.00
7	46.68%	18.67
8	53.33%	21.33
9	60.00%	24.00
10	66.68%	26.67
11	73.33%	29.33
12	80.00%	32.00
13	86.68%	34.67
14	93.33%	37.33
15	100.00%	40.00

**SUMMER (FT FACULTY)**

SCH	% Effort	SWH
1	16.68%	6.67
2	33.33%	13.33
3	50.00%	20.00
4	66.68%	26.67
5	83.33%	33.33
6	100.00%	40.00

**SUMMER/SUB-TERMS (ADJUNCT FACULTY)**

SCH	% Effort	SWH
1	13.33%	5.33
2	26.68%	10.67
3	40.00%	16.00
4	53.33%	21.33
5	66.68%	26.67
6	80.00%	32.00
7	93.33%	37.33
7.5	100.00%	40.00