A Comprehensive Guide to 9-Month Faculty Summer Appointments
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The Basics
Applicable Policies

- Must use Institutional Base Salary (IBS) and an FTE equivalent to the IBS at the amount paid.

- Cost Shared effort on sponsored programs must be treated as if direct charged (at IBS).

- Payroll distributions on sponsored programs must align with actual effort worked for the same period.

- Faculty performing the same or substantially similar work to the work performed during their 9-month appointment must have an FASU appointment NOT OPS appointment.

- When greater than 90% of an FASU appointment is distributed to Sponsored Programs, C&G approval is required.

- Faculty with graduate student supervision (courses 6971, 7979, 7980, etc.) during the summer must have a paid appointment.
Why the UF Guidance for Backing Into FTE and Rate Doesn’t Work for Sponsored Programs
Calculating Using the UF Guidance

**STEP 1**

\[
\frac{\text{Payout Amount}}{\text{Number of Pay Periods}} \times 19.5 = \text{Annual Rate} = \frac{10,000}{6.7} = 29,104.48
\]

**STEP 2**

\[
\frac{\text{FASU Annual Rate}}{\text{FA09 Annual Rate}} = \text{FTE} = \frac{29,104}{125,957} = 0.23107
\]

**RESULT**

<table>
<thead>
<tr>
<th>FTE</th>
<th>prorated at IBS</th>
<th>using UF Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.23</td>
<td>28,970.18</td>
<td>29,104.00 *higher than the Institutional Base Salary</td>
</tr>
<tr>
<td>0.24</td>
<td>30,229.75</td>
<td>29,104.00</td>
</tr>
</tbody>
</table>
Other Considerations & Best Practices

Summer salary should be based on work performed, NOT on funding available.

Summer salary planning is much easier if you are managing sponsored program distributions on an annual basis and/or by sponsor commitment.

Do not commit funds that have not been received on campus. If you do, get a temp project or temp release instead of waiting on the funding.

The 12-month payment option is separate from an FASU appointment.

9-month Faculty don’t accrue vacation - if they are not working, they should not be paid.

Inquire about your faculty member’s summer travel plans. If traveling internationally to countries of concern, they should not be distributed to sponsored programs.
Relevant Dates

ALWAYS CHECK YOUR ACADEMIC APPOINTMENT CALENDAR DATES!

• The first day of the Summer semester during leap years is 5/15. For all other years it is 5/16.
• Pay periods each semester will vary based on the number of working days in each date range.
• Complete Summer Job File by internal IFAS deadline: May 7th

<table>
<thead>
<tr>
<th>Semester</th>
<th>Start</th>
<th>End</th>
<th>Pay Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer A</td>
<td>05/15/24</td>
<td>06/30/24</td>
<td>3.3</td>
</tr>
<tr>
<td>Summer B</td>
<td>07/01/24</td>
<td>08/15/24</td>
<td>3.4</td>
</tr>
<tr>
<td>Summer C</td>
<td>05/15/24</td>
<td>08/15/24</td>
<td>6.7</td>
</tr>
</tbody>
</table>

Short Work Break | April 18th
Summer Job File  | April 19th | May 10th
Getting Started
Gather Information Prior to Meeting

- Review Current Sponsored Program Commitments
  - UFIRST Award Commitments
  - Proposal Commitment Report

- Available Funding Sources

- FSSP Accrual
  - Comprehensive Payroll Reconciliation
  - Comprehensive Projected Payroll

- Departmental Commitments
  - Programmatic Needs
  - FAR, Teaching Schedule
  - Employee Effort Report(s) by Term

- T/R/E Splits
  - IFA Teams Channel

- Job and Salary Information
  - Employees Assigned to a Department
  - Job Data

Found within Enterprise Analytics
Meet with Faculty

- What level of effort/FTE do they plan to work?
- Will they be working Summer A, Summer B or Summer C?
- What projects are they working on?
- Are any new projects expected?
- Do they have graduate student supervision they are responsible for?
- Do they plan to use FSSP and/or less restricted funding?
- Teaching or other departmental commitments?
- Will they be working outside the state of Florida for more than 30 days?
- Are they traveling internationally?
- Are they taking any time off?
Formulate the Plan

✓ Does the assignment align with the FAR and the expectation of the unit leader?
✓ Start with effort commitments on Sponsored Programs.
✓ Is there sufficient funding to charge the expected effort and cover all other project obligations?
✓ Do any projects end mid-summer?
✓ If new awards are expected, confirm funding if award doesn’t arrive or start dates change and/or ensure setup of temp accounts when possible.
✓ Confirm any departmental funding.
Formulate the Plan

USE the Summer Planning Workbook and CALCULATORS!

Scenario 1
Scenario 2
Scenario 3
Summer Appointments and Letters
Remote Work Location Agreements & COI Forms

- Faculty who will be paid over the summer, and would like to work remotely, must complete a Remote Work Location (RWL) agreement form.

- Faculty who wish to participate in outside employment or other activities, must submit a form for signatures: Conflicts of Interest Program » University of Florida » University of Florida (ufl.edu)

- Questions should be sent to ifas-hr@ifas.ufl.edu
Payroll Distributions

**DON’T WAIT! - Complete before 5/23/24**
Waiting to distribute creates a LOT of extra work.

Check all summer job records to ensure the Summer Job file picked up the correct record.

If this is a NEW summer job record you will need to create a NEW Budget Table for the summer job record.

Both the FA09 and the FASU budget tables must be activated in the FY25 rollover.

Be sure to update the distribution percentages (if necessary) once the FY25 FASU Budget table is activated.

FSSP Funds should be distributed to the Program Code they were created in. Ex. 209/3100=103/31VP

When using previous fiscal year FSSP accrual, distribute Summer A and Summer B to CYFWD*.

When using current fiscal year FSSP accrual, distribute Summer A to CRRNT and Summer B to CYFWD*.

Cumulative sponsored project distributions greater than 90% require C&G approval.

Germ Plasm and FSP funds CANNOT be used for faculty salaries.
# Payroll Distributions

<table>
<thead>
<tr>
<th>Source</th>
<th>Combo</th>
<th>Effort %</th>
<th>DBT %</th>
<th>Adj PP</th>
<th>Salary</th>
<th>Fringe</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>P0124282</td>
<td>000113243</td>
<td>7.649%</td>
<td>15.298%</td>
<td>0.25</td>
<td>1,424.24</td>
<td>417.30</td>
<td>1,841.54</td>
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<tr>
<td>P0249584</td>
<td>0001132788</td>
<td>3.000%</td>
<td>6.000%</td>
<td>0.10</td>
<td>558.60</td>
<td>163.67</td>
<td>722.27</td>
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<tr>
<td>P0316552</td>
<td>000143909</td>
<td>4.170%</td>
<td>8.340%</td>
<td>0.14</td>
<td>776.45</td>
<td>237.50</td>
<td>1,013.95</td>
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<tr>
<td>FSSP-21VP</td>
<td>-</td>
<td>10.938%</td>
<td>21.876%</td>
<td>0.36</td>
<td>2,036.64</td>
<td>596.74</td>
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<tr>
<td>FSSP-31VP</td>
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<td>10.220%</td>
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</table>

<table>
<thead>
<tr>
<th>Source</th>
<th>Combo</th>
<th>Effort %</th>
<th>DBT %</th>
<th>Adj PP</th>
<th>Salary</th>
<th>Fringe</th>
<th>Total</th>
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<tbody>
<tr>
<td>P0124282</td>
<td>000113243</td>
<td>7.649%</td>
<td>15.298%</td>
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<td>1,467.39</td>
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<td>6.000%</td>
<td>0.10</td>
<td>575.52</td>
<td>173.23</td>
<td>748.76</td>
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<td>FSSP-21VP</td>
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<td>631.61</td>
<td>2,729.97</td>
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<td>FSSP-31VP</td>
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<td>-</td>
<td>-</td>
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<td>-</td>
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<tr>
<td>00071569</td>
<td>000140424</td>
<td>5.508%</td>
<td>11.016%</td>
<td>0.19</td>
<td>1,056.66</td>
<td>318.06</td>
<td>1,374.72</td>
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<tr>
<td>F023101</td>
<td>-</td>
<td>18.795%</td>
<td>37.470%</td>
<td>0.64</td>
<td>3,594.15</td>
<td>1,081.84</td>
<td>4,675.98</td>
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<table>
<thead>
<tr>
<th>Total</th>
<th></th>
<th>50.000%</th>
<th>100.000%</th>
<th>1.65</th>
<th>9,309.94</th>
<th>2,727.81</th>
<th>12,037.76</th>
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</table>

Payroll Distributions Table

- Begin Date: 05/15/24
- End Date: 08/30/24
- EMPL Rec#: 1
- Bi-Weekly Comp Rate: 5,642.39
- Fringe Rate: 29.3%
- Adjusted FTE: 50.000%
- Adjusted Bi-Weekly Rate: 2,821.20
- Adjusted Annual Rate: 55,013.30

- Begin Date: 07/01/24
- End Date: 08/15/24
- EMPL Rec#: 1
- Bi-Weekly Comp Rate: 5,642.39
- Fringe Rate: 30.1%
- Adjusted FTE: 50.000%
- Adjusted Bi-Weekly Rate: 2,821.20
- Adjusted Annual Rate: 55,013.30

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**Note:** The table shows various combinations and calculations for pay distributions, including effort percentages, DBT percentages, adjusted PP, salaries, fringes, and total amounts.
# Summary of Important Dates

<table>
<thead>
<tr>
<th>Activity</th>
<th>Deadline Date</th>
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<tbody>
<tr>
<td>Finalize plans w/Faculty</td>
<td>May 3</td>
</tr>
<tr>
<td>Summer Job File</td>
<td>April 19 - May 7</td>
</tr>
<tr>
<td>Summer Assignments Loaded</td>
<td>May 14</td>
</tr>
<tr>
<td>Payroll Distributions</td>
<td>May 23</td>
</tr>
</tbody>
</table>
THANK YOU