Additional Appointment - Summer Salary

DATA ENTRY

- Log into the Payroll/Personnel System, Main Menu EEDB, go to BUND screen
- Enter data for the additional employment via the ADDL bundle screen
The ADDL bundle contains the following screens:

- **EAPP - Appointment/Distributions**
  - A single screen allows entry and update of one appointment and up to two distributions

- **EPER - Personnel-Miscellaneous (If applicable)**
  - This screen allows entry and update of information that addresses the nature of the employee's relationship to the University

- **EPD1 - Employee Personal Data (If applicable)**
  - This screen allows entry of personal information such as address, ethnicity, and citizenship status
EAPP - (Appts/Distribution) Enter data in the following fields, as applicable

- **Appointment Level** - Go to the command Line (==>). Use **Add** Command to set up next available appointment (*Do not use Copy command for this transaction.*)
  - **Action Code** - Enter code “13” Additional Appointment
  - **Pgm** - System derived Personnel Program code. Derived from the title code.
  - **Typ** - Enter code “5” for Academic
  - **Bas / Pd Ov** - Academic Year - 09/09 or Fiscal Year 11/12. Code indicating the number of months in the year over which the salary for the appointment will be paid.
**Appointment Begin** - First day of month which the employee’s appointment is effective, in the format: mmddyy. For example, if appt. begins in June, use begin date of 06/01/09.

**Appointment End** - Last day of month in which the appointment is expected to end, in the format mmddyy. For example, if appt. ends Sept., use end date of 09/30/09.

**Dur** - Leave blank - *Not applicable for Summer Salary*. Code indicating expected duration of the appointment.

**Dept** - Code indicating the department in which the employee has an appointment

**Title** - Refer to Academic Personnel guidelines. Code indicating the position or classification title for the appointment.
EAPP - (Appts/Distributions) Continued

- **Grade** - *Not applicable.* Staff Only. Pay grade within the salary range associated with the tile code.
- **% Full** - *Leave blank for Summer Salary.* The percentage of time the employee is expected to work in the appointment.
- **F/V** - Enter code “F”. Code indicating whether the time the employee will work in the appointment is Fixed (F) or variable (V) percentage of time.
- **Ann/Hr Rate** - System derived. The annual salary or hourly rate the employee earns.
- **Rt** - Enter “A” Monthly. Code indicating whether the rate of pay is Hourly, Annual (monthly), or By-Agreement.
EAPP - (Appts/Distributions) Continued

- **Sch** - Code indicating the pay schedule on which the appointment will be paid.
  - **MO** - Monthly or **MA** - Monthly Arrears
  - * Note: When summer salary is paid on primary pay cycle, Federal & State taxes are based on graduated basis (W-4). If paid on off pay cycle, Flat tax applies because Summer Salary is considered supplemental pay. Currently, Federal 25%, State 6%.
  - **Time** - Enter **R** - Exception or **Z** - Positive. Time indicating the method for reporting time worked in the appointment.
  - **LV** - Enter “**N**” for Summer Salary. Code indicating the rate at which vacation and sick leave will be accrued.
EAPP - (Appts/Distributions) Continued

- Distribution Level - Go to the Command Line (====>) Use Add Command to set up next available distribution. (*Do not use Copy command for this transaction.*)

  - Dist. No. - Number uniquely identifying the payroll distribution associated with the appointment.

  - FAU - Full Accounting Unit (Golden Trees):
    - Account - 306130  (Summer Differential)
    - Activity
    - Fund
    - Function
    - Cost Center (If applicable)
    - Project Code (If applicable)
EAPP - (Appts/Distributions) Continued

- **FTE** - *Not applicable for Summer Salary.* The percentage of the budgeted position which the distribution represents.

- **Dist. %** - Enter the percentage of time which is chargeable to the Account/Fund. (Refer to max. percentage allowed for June and Sept.)

- **Pay Beg** - First day of month which the employee’s distribution is effective, in the format: mmddyy. For example, if appt. begins in June, use begin date of 06/01/09.

- **Pay End** - Last day of month in which the distribution is expected to end, in the format mmddyy. For example, if appt. ends Sept., use end date of 09/30/09.
EAPP - (Appts/Distributions) Continued

▲ **Step** - The step within the salary range associated with the title code. For Academics use whole numbers (e.g. 1,2,3).

▲ **O/A** - Academics only. Code indicating that the employee’s pay rate is offscale or above scale in relation to the step and/or salary range associated with the title code of the appointment, if applicable.


▲ **DOS** - Code indicating the type of compensation associated with the distribution
  - ❌ **ACA** – Admin Duties – (ninths)- Pay at some percentage of 1/9
  - ❌ **APA** – Admin Duties – (flat rate) – Pay at negotiated flat rate
EAPP – (Appts/Distributions) Continued

▲ DOS – (Continued)

△ ACR – Research (ninths) – Research funds not agency capped
△ ARC – Research (ninths) – Agency-capped at or below limit
△ AAC – Differential between faculty salary and agency cap
△ AFR – Research Comp for FY faculty (1/11th & 1/12th) vacation days must be charged
△ SSG – Teaching at % of REG rate, eligible for DCP (This definition was reversed with code SSC)
△ REG – Teaching flat rate no other appt-title code 1550
△ SSC – Teaching at flat rate, eligible for DCP
△ SST – Teaching NOT eligible for DCP
△ ACM – Add’l Comp eligible for DCP
△ AMN – Add’l Comp NOT eligible for DCP
- **DIF** - Differential Stipend for part-time faculty academic administrators
- **PRQ** - *Not applicable.* Code indicating that the employee will have a perquisite amount (e.g. meals or room and board)
- **DUC** - Leave Blank
- **WSP** - *Not applicable.* Code indicating the type of Work Study Program that is partially funds the employee’s pay.

Press **<F-11>** if you want to continue to the next screen or **<F-5 Update>** to perform screen edit.
EAPP - (Appts/Distributions) Continued

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Next Func: ID: Name: SSN:

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F: 7-Backward  8-Forward  9-Jump  11-NextFunc  12-Exit
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Appt  Actions  Pgm Typ Bas Pd Ovr  Appt Begin  Appt End  Dur  Dept  FLSA
50  A  5  09  09  060109  093009  D01083  1

Title  Grade %Full  F/V Ann/Hr Rate  Rt  Sch  Time Lv
1103 PROFESSOR-ACAD YR-1/9TH PMT  F  44930.00  A  MO  R  N

Dist  Actions  ACCT  ACTV  FUND  FN  CC  PD  PC  FTE  Dis %
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Pay Begin  Pay End  Step  O/A  Rate/Amount  DOS  PRQ  DUC  WSP
090109  093009  4992.22  SSG

Dist  Actions  ACCT  ACTV  FUND  FN  CC  PD  PC  FTE  Dis %
Pay Begin  Pay End  Step  O/A  Rate/Amount  DOS  PRQ  DUC  WSP

Next Func: ID: Name: SSN:

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Reduction in accrued vacation for Fiscal-year faculty (APM 600-14d)

- When Fiscal-year faculty receive additional compensation for employment during their vacation period, the appropriate number of accrued vacation days must be deducted from the vacation leave accrual.
- Compute the appropriate number of days to be deducted from vacation leave accrual.
- Process an RX (Pay Reduction) transaction using the DOS code "VLA". (Refer to chapter 7.1 in the Payroll/Personnel System Time Reporting Manual)
The End