

Summer Instructions

The PBP-2-S Hiring Document for Summer Employment form is used to process summer instruction and sponsored research or other activities performed during the summer for faculty in FTE positions who worked the previous academic year or temporary faculty who worked in the previous Spring 2017 semester. The PBP-2-S form has the flexibility to auto-populate and auto-calculate certain fields for ease of use. For purposes of this document, this form applies to faculty engaged in teaching, research, or other activities performed during the summer.

NEW for Summer 2017: FTE faculty will NOT accrue sick leave while in temporary status for summer employment.

The [PBP-2-S Hiring Document for Summer Employment \(For Faculty Only\) form](#) is used to process:

1. Compensation for summer school instruction (this includes, but is not limited to, Maymester, Summer I, Summer II and Sessions 3S0–3S6 of the On Your Time: Summer at Carolina program).
2. Compensation for summer thesis and dissertation supervision.
3. Compensation for sponsored research and other duties not related to teaching in summer sessions, also known as extra compensation (ECOM).
4. Multiple summer appointments including multiple sessions of summer school instruction and/or sponsored research appointments.

The [PBP-2 Hiring Document for Non-FTE/Non-Student Positions form](#) is used to process:

1. Summer employment appointments for temporary faculty who did not teach in Spring 2017 semester, as well as other instructors in non-FTE appointments, such as research grant or time-limited.
2. Compensation for summer thesis and dissertation supervision for temporary faculty who are in non-FTE positions and who did not teach in Spring 2017 semester, as well as other instructors in non-FTE appointments, such as research grant or time-limited.

Items to Consider:

- Summer employment is not considered dual employment, which covers additional compensation earned during the faculty member's base period of employment.
- Summer employment begins 05/16/2017 and ends 08/15/2017.

- Departments should coordinate requests for cross campus/department/college summer appointments when possible.
- The USC system holds total compensation for summer employment to 33.3% of the faculty member's base salary for the preceding academic year. This percentage may fluctuate slightly depending upon the number of workdays available each year. Exceptions require prior approval by the Office of the Provost or the chancellor for comprehensive campuses or Palmetto College.
- For Summer 2017 there are 66 workdays for 9-month faculty. Accordingly, total compensation for 2017 summer employment may not exceed 33.85%. For 10.5 or 11-month faculty, earnings would be pro-rated based on the available workdays for the time outside the basis. Please refer to the faculty's original offer letter to determine the time out of basis and manually count the available workdays for that time. For example, if an 11-month faculty member began on 7/1/2016, the month out of basis would be June. There are 22 workdays in June 2017. Faculty in 10.5 and 11-month pay basis must consistently take the same time each year.
- The base salary is the compensation earned in the preceding academic year, which does not include supplements or other non-base payments.
- The Summer Employment Pay Schedule is available on the [Payroll Department's website](#).
- If a class does not have sufficient enrollment and is cancelled after the appropriate forms have been submitted, **a PBP-7 will be required to ensure that payment is not issued for the course. However, we strongly encourage using enrollment contingencies.**
- If there is an **increase** to the compensation (for the original course or additional sections of the original course only) after the appropriate forms have been submitted, **a new PBP-2-S may be submitted for the additional amount only. For example, if increasing the original payment from \$2,000 to \$2,500, you would submit a new PBP-2-S for \$500.**
- If there is a **decrease** in compensation after the appropriate forms have been submitted, **a PBP-7 to terminate the original appointment will be required along with a new PBP-2S for the revised compensation amount.**
- **Changes to summer compensation amounts trigger changes to the percentage of earnings and must be submitted as outlined above on a PBP-2-S or PBP-7. Salary changes must not be submitted via PBP-4/5 form.**

Completing the form for Summer Instruction

When completing the “Summer Instruction” section of the form, select the specific summer session from the dropdown menu. The following options are provided in the drop down:

- Session “Blank” – This session is included for the user to select when a summer session does not follow the standard summer schedule. The session dates are not automatically populated when this option is selected. The user completes the session dates in the “Dates” field.
- Session “3S0 – 3S6” – The dates for the On Your Time: Summer at Carolina session automatically populate in the form when any of these options are selected. The “% for Session” also pre-populates with the appropriate session information, when one of the session options is selected.
- Session “MM”, “SUM1” and “SUM2” – The dates for these summer sessions do not automatically populate in the form when selected. The user completes the session dates in the “Dates” field. The “% for Session” pre-populates with the appropriate session information when any of these options are selected.
- New sessions for 2017 for the comprehensive campuses are listed at the end of the dropdown by campus name and session, if this information has been provided to the Division of Human Resources by the campus. If not, please use the blank selection and provide the inclusive dates of the session.

The user enters the base salary for the faculty in the “Base Salary” field. The salary/hourly fields are numeric only. Do not use dollar signs, commas or decimals when entering in this field. The base salary is the compensation earned in the preceding academic year, which does not include supplements or other non-base payments. The form does not track percentage per course or the amount per course. The only required salary is the actual payout per course.

For the Columbia campus, the Provost Office has issued a directive for all summer instruction to include an accepted offer letter that includes the salary and any provisions for changes or cancellations based on enrollment fluctuations.

- Fringe benefit rates are not included in the automatic calculations built-in in the form and should not be added to the amount included in the “Actual Payout” field.
- The PBP-2-S for Columbia campus must be approved by the appropriate dean(s).
- The PBP-2-S for comprehensive campuses and Palmetto College must be approved by the chancellor or designee prior to submission to the Division of Human Resources.

Completing the form for Research/Extra Compensation (ECOM)

- When completing the “Research/Extra Compensation (ECOM)” section of the form, the user must know the appointment basis for the faculty before completing this section. This represents the appointment period for the faculty in the previous

academic term (i.e., 9, 10.5, or 11 months). The user enters the basis information in the “Basis” field for each ECOM appointment.

- The user enters the research appointment period in the “Begin Date” and “End Date” fields on the line next to the “Basis” field for each ECOM appointment.
- The user enters the number of workdays the faculty will work in the research appointment period in the “# Days” field for each ECOM appointment.
- The user enters the base salary of the faculty in the “Base Salary**” field. The salary/hourly fields are numeric only. Do not use dollar signs, commas or decimals when entering in this field. The base salary is the compensation earned in the preceding academic year, not including supplements or other non-base payments. When the base salary is entered, the form automatically calculates and updates the “Daily Rate” and “Hourly Rate” fields factoring in the “Days Base Appt.” field, which represents the number of days in the employee’s base appointment for the previous academic term. This information must be entered for each ECOM appointment listed on the form.
- The user calculates the expected earnings by multiplying the “# Days” by the “Daily Rate” and then enters the amount in the “Expected Earnings” field. It is not necessary to use dollar signs, commas or decimals when entering the amount in this field. This information must be entered for each ECOM appointment listed on the form.
- The user does not need to utilize the “Hours/Day**” or “Daily Rate” fields for most appointments. If you have employees who worked on a part-time basis in the previous academic term, please contact Salary Administration for assistance in completing the “Research/Extra Compensation (ECOM)” section of the form.
- The user enters the type of summer appointment in the “Justification” field. This would include research or other duties not related to a regular summer session. You may submit additional information in a separate memo, if necessary. Please be sure to reference the attachment in the “Justification” field.
- Fringe benefit rates are not included in the automatic calculations built-in in the form and should not be added to the amount included in the “Expected Earnings” field.

Completing the Accounting Information Section

- When completing the “Accounting Information” section of the form, the user has the option to either select the specific summer session or ECOM appointment from the dropdown menu in the “Session/ECOM” field. Multiple summer sessions or ECOM appointments may be selected from the dropdown menu and may include unique accounting information for each appointment.

**Instructions for use of PBP-2-S
Hiring Document for Summer Employment
Summer 2017**

- The user must select the appropriate option from the “Session/ECOM” field and then enter the relevant accounting information in each of the fields included on that line of the form.
- The user must enter the appropriate object code for summer employment. Below are the object codes for use with the new summer sessions. You may also search for the appropriate object code via the “Account Code Look Up” feature available on the [Division of Administration and Finance website](#).

New Object Codes for Summer 2017

51330	Summer Faculty Teaching	Would be used for ALL summer teaching sessions where a faculty member is the lead instructor.
51335	Summer Adjunct Teaching	Would be used for ALL summer teaching sessions where an adjunct is the lead instructor. This is a NEW account that could be used to distinguish a faculty instructor from an adjunct during the summer. **NEW**
51332	Maymester Faculty	This account will be used by campuses other than COLUMBIA for their designated Maymester.
51318	Extra Compensation (ECOM)	Used for unclassified FTE faculty employees performing research or administrative duties outside of the academic year regardless of funding source.
51331	Summer Faculty Other	Used for any other non-teaching compensation during the summer.

2017 Summer Schedules

USC Columbia

Full Summer Session (3S0)	May 8 - August 10 <i>Exams August 14 and 15</i>
6-Week Session I (3S1)	May 8 - June 22 <i>Exams June 23 and 24</i>
6-Week Session II (3S2)	June 26 - August 10 <i>Exams August 11 and 12</i>
3-Week Session I (3S3)	May 8 - May 25 <i>Exams May 26</i>
3-Week Session II (3S4)	May 30 - June 22 <i>Exams June 23</i>
3-Week Session III (3S5)	June 26 – July 20 <i>Exams July 21</i>
9-Week Session (3S6)	May 30 - August 3 <i>Exams August 4 and 5</i>

USC Aiken

Maymester	May 8 – May 23
Summer I	May 30 – June 28
Summer II	July 5 – August 3
All Summer	May 8 – August 3
May/June	May 8 – June 16
June/August	June 26 – August 3

USC Beaufort

Maymester (2S1)	May 8 – May 25
Summer I (2A/2SA)	May 29 – June 27
Summer Full Term (20/2SD)	May 29 – July 28
Summer II (2B/2SB)	July 5 – August 2

USC Upstate

Maymester (SSA)	May 8 – June 5
Summer I (SSB)	June 1 – July 6
Summer II (SSC)	July 5 – August 8
Summer Session D	May 8 – July 6
Summer Session E	May 30 – August 8
Summer Session F	May 8 – August 9

Fort Jackson

Summer I	May 8 – June 29
Summer II	July 5 – August 5

USC Lancaster

Maymester	May 8 – May 30
Summer I	May 29 – June 29
Summer II	July 3 – August 3

USC Salkehatchie

Summer I	May 29 – June 27
Summer II	July 10 – August 9

USC Sumter

Session 1A	May 29 – July 20
Session 1B	May 29 – June 28
Summer 2	July 3 – August 3

USC Union

Maymester	May 8 – May 30
Summer	May 8 – June 28
Summer 1	June 5 – June 28
Summer 2	July 5 – August 2