

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 full-time equivalent (FTE) positions who worked the previous academic year, or temporary faculty who worked in the previous spring 2018 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.

Reminder: FTE faculty do 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, Sessions 3S0–3S6 of the On Your Time: Summer at Carolina program, and any other unit-defined parts of term.
 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 PeopleAdmin Adjunct/Temp Hiring Proposal is used to process summer employment for temporary faculty who did not teach during the spring 2018 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 05/16/2018 and ends 08/15/2018.
- Colleges and campuses must coordinate requests for cross campus, department, or college summer appointments.
- 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 2018 there are 66 workdays for 9-month faculty. Accordingly, total compensation for 2018 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 7/1/2017, the month out of basis would be June 2018. There are 21 workdays in June 2018. 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 processed, **a PBP-7 will be required to ensure that payment is not issued for the course. 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 processed, **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 processed, **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.**
- Please contact Kris Mayer at 777-5949 to confirm whether paperwork was processed.

Completing the Summer Instruction Section

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 the session option 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 2018 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 compensation on unit funds (i.e., A and E) to include an offer and acceptance letter that includes the salary and any provisions for changes or cancellations based on enrollment fluctuations or other considerations.

- 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 Research/Extra Compensation (ECOM) Section

- 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 (e.g., 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 needs 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.
- 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. 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 2018

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.

2018 Summer Schedules

USC Columbia

Weeks

Full Summer Session (3S0)	May 14 - August 4 <i>Exams August 3 and 4</i>	11.71
6-Week Session I (3S1)	May 14 - June 23 <i>Exams June 22 and 23</i>	5.71
6-Week Session II (3S2)	June 25 - August 4 <i>Exams August 3 and 4</i>	5.71
3-Week Session I (3S3)	May 14 - June 1 <i>Exams June 1</i>	2.57
3-Week Session II (3S4)	June 4 - June 22 <i>Exams June 22</i>	2.57
3-Week Session III (3S5)	June 25 - July 13 <i>Exams July 13</i>	2.57
9-Week Session (3S6)	June 4 - August 4 <i>Exams August 3 and 4</i>	8.71

USC Aiken

Maymester	May 16 – May 31	2.14
Summer I	June 1 – July 6	5.00
Summer II	July 7– August 7	4.43
All Summer	May 10 – August 7	12.71
1SE	May 14 – June 29	6.57
1SF	July 2 – August 17	6.57
1SG	June 4 – June 19	2.14
1SH	June 4 – August 2	8.43

USC Beaufort

Maymester (2S1)	May 14 – June 1	2.57
Summer I (2A/2SA)	June 4 – July 5	4.43
Summer Full Term (20/2SD)	May 14 – August 8	12.29
Summer II (2B/2SB)	July 10 – August 8	4.14

USC Upstate

Summer Session A-Maymester	May 9 – June 6	4.00
Summer Session B	June 4 – July 9	5.00
Summer Session C	July 9 – August 10	4.57
Summer Session D	May 9 – July 10	8.86
Summer Session E	May 29 – August 7	10.00
Summer Session F	May 14 – August 8	12.29

For Jackson

Summer I	May 14 – June 28	6.43
Summer II	July 9 – August 9	4.43

USC Lancaster

Summer I	May 14 – June 5	3.14
Summer II	June 11 – July 3	3.14
Summer III	July 9 – July 31	3.14

USC Salkehatchie

Summer I	May 20 – June 29	5.71
Summer II	July 9 – August 9	4.43

USC Sumter

Summer 1A	June 4 – July 25	7.29
Summer IB	June 4 – July 5	4.43
Summer II	July 9 – August 8	4.29

USC Union

Maymester	May 14 – June 1	2.57
May/June Session	May 14 – July 3	7.14
Summer I	June 4 – July 3	4.14
Summer II	July 9 – August 7	4.14

Others

Army Certificate Program 1 (Business)	June 11 – July 6	3.57
Army Certificate Program 2 (Business)	July 16 – August 10	3.57
PMBA 1 (Business)	May 7 – June 21	6.43
PMBA 2 (Business)	June 25 – August 16	7.43
Law School May	May 13 – June 1	2.71
Law School Summer	June 4 – July 27	7.57