SUMMER COMPENSATION REFRESHER

Division of Human Resources

April 10, 2024

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AGENDA

- Summer Comp Basics
- Update for 2024 – Removal of Session Codes
- FTE Faculty Process
- TFAC (adjuncts) Process
- Resources

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SUMMER COMP BASICS: WHAT IS SUMMER COMP?

- Summer compensation is a mechanism to compensate 9, 10.5, and 11-month FTE faculty for work performed over the summer months *during their out of basis time*. The 9-month basis runs 8/16/xxxx-5/15/xxxx.

- 12-month faculty are not eligible for summer comp.

- Summer comp is not dual employment or an FOV, both of which are only applicable during the in-basis time.

- Two types of summer comp:
  - Summer instruction – teaching courses over the summer.
  - ECOM/Research – extra compensation is often associated with an administrative appointment (i.e. Department Chair) or research performed on a grant or sponsored award.

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SUMMER COMP BASICS: DATES

- Summer comp begins 05/16/2024 and ends 08/15/2024.
- Summer instruction (teaching) can begin before 5/16/2024 in alignment with summer session begin dates.
- ECOM/Research cannot begin before 5/16/2024.
- Under no circumstances will summer compensation extend past 8/15/2024.

SUMMER COMP BASICS: PAY INFO

- Payment for summer comp is based off the faculty members salary as of 5/15/2024.
    - If a general increase (GI) is approved, it will not impact earnings for summer compensation 2024.
- Summer comp defaults to the same pay schedule as the faculty's FTE position of current or lag. Pay schedules are published on the Payroll Toolbox.
- FTE Faculty cannot be paid for summer compensation until the 5/31/2024 payroll (if paid current, 6/15/2024 if paid on a lag).
- All TFACs are paid on a lag.

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SUMMER COMP BASICS: JOB DATA

- All summer hires have a Job Code of VSUM which is crucial for reporting.

- Pay group show a designation for the summer assignment.
  - All TFAC are on a lag
  - FTE pay group will follow their primary position.

SUMMER COMP BASICS: CONTRACT PAY

- The Compensation tab in Job Data looks very different for a summer hire because we are using **Contract Pay**.

- This means the Frequency is set to Contract (not the normal 'semimonthly' value). The Compensation Rate in both fields shows the full payout amount, not a semimonthly or annualized amount as you would see for other salaried temporary assignments.

SUMMER COMP BASICS: COMPENSATION LIMITS

- In summer 2024, there are 66 workdays for 9-month faculty, so total compensation for 2024 summer employment may not exceed 33.85% of the faculty member's preceding academic year salary.
  - For 10.5-month faculty the limit is 14.66% (up to 33 workdays, depending on dates).
  - For 11-month faculty the limit is 9.36% (up to 22 workdays, depending on dates).
  - 12-month faculty are not eligible for summer comp.
- Exceptions to the 33.85% limit for _summer instruction_ require prior approval by the Office of the Provost or the Chancellor. _Exceptions are up to 40% of the faculty member's preceding academic year salary._
  - If an exception is being requested for FTE faculty on the Columbia campus, the Summer Hire eForm will automatically workflow to Provost for approval.
  - If an exception is being requested for summer instruction for FTE faculty on the comprehensive universities or Palmetto College campuses, the initiator must attach approval documentation to the Summer hire eForm.
- There are no exceptions to the 33.85% limit for ECOM/Research.

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SUMMER COMP BASICS: OFFER LETTERS

- All summer hires require an offer letter. Three templates are available (1 for FTE faculty and 2 for temporary faculty-TFAC).

- Each line item on the offer letter (i.e. each separate class and ECOM/research assignment) must be associated with a separate summer hire eForm in HCM or separate line on the PBP2s form.

- The salary amount and dates of appointment on the Summer Hire eForm or PBP2s must match what is listed in the attached offer letter.

You have been offered the opportunity to teach or perform extra compensation/research during the summer. This letter is to confirm your summer instruction and/or summer ECOM/Research compensation for 2024.

Below are the courses/summer research for summer 2024:

Course Number/ECOM Description	Dates	Compensation

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SUMMER COMP BASICS: ACTION DEADLINES

- Summer compensation follows the same HR deadlines as all other actions. Summer 2024 deadlines are shown to the right.

- LATE ACTIONS negatively impact employees (details on next slide).

- Any summer comp action initiated on or after the requested effective date is considered late and requires late justification.

2024 Pay Period Ending	Deadline (Submit to HR by Noon on)
May 31	Monday, May 6, 2024
June 15	Thursday, May 23, 2024
June 30	Friday, June 7, 2024
July 15	Thursday, June 20, 2024
July 31	Monday, July 8, 2024
August 15	Wednesday, July 17, 2024
August 31	Thursday, August 1, 2024

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SUMMER COMP BASICS: IMPACT OF LATE ACTIONS

- Late actions result in employees paying more in taxes. Taxes are calculated on the taxable earnings due on the current pay period and not based on the taxable wages for each individual check that was missed.

- Example: An employee being paid $500 per pay period from 5/16/2024-7/15/2024 for summer instruction.
  - An on-time hire approved on 5/3/2024 would result in the employee being taxed based on the $500 minus any retirement.
  - A late hire approved on 7/2/2024 would result in the employee missing three paychecks, and taxes would be calculated based on $1,500 minus any retirement.

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SUMMER COMP BASICS: IMPACT OF LATE ACTIONS (CONTINUED)

- Negative impacts of late actions also extend to the Summer Job Change and Status Change eForms.
  - Late submission of Job Change and Status Change eForms frequently results in an overpayments related to terminations and late salary changes.
- Faculty have specifically mentioned to Payroll that a negative impact is their inability to budget their summer pay when paperwork is turned in late.

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2024 UPDATE: REMOVAL OF SESSION CODES

- To simplify both the Summer Hire eForm and PBP2s forms, we no longer provide a listing of summer sessions.

- Goal to reduce percentage of recycle/email returns due to mismatch of data with offer letter.

- Standardize the process to align more closely with all other hiring processes which do not require a session be provided.

- **PBP2s form has an open text 'session' field for you to label in a way that aligns with the funding section.

Session	Dates		# of Weeks	Course Number	Credit Hrs.	Std. Hrs	Base Salary	Payout
Summer 1	05/11/2024	6/22/2024	6.00		3	10	$ 10,000	$ 10,000
Summer 2	6/15/2024	7/12/2024	3.86		4	13.32	$ 12,000	$ 12,000
						0		
						0		

Total Summer Instruction: $ 22,000

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FTE FACULTY PROCESS: OVERVIEW

- FTE faculty summer compensation assignments are submitted via the Summer Hire eForm in HCM.

- Changes to active summer compensation assignments are made via the Summer Job Change eForm.

- The Summer Hire and Summer Job Change eForm will be unlocked in HCM 4/12/2024.

- Summer comp assignments which need to end prior to the end-date on file are initiated via the regular Status Change eForm.

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FTE FACULTY PROCESS: EFORMS

- All summer comp actions for FTE are initiated and submitted directly in HCM via eForms.

- Summer Hire eForm tracks the 33.85% cap across multiple forms and presents information for other appointments.

- Anyone with the EPAF Initiator role is able to initiate Summer Hire eForms for ANY FTE faculty member across the university system.
  - If hiring faculty from another area, be sure to partner with their home department so your $ can be considered for 33.85% limitation.

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TFAC (ADJUNCT) PROCESS: OVERVIEW

- TFAC who taught in Spring 2024 are eligible to be hired via the PBP2s paper form.

- TFAC who did not teach in Spring 2024 are NOT eligible to be hired via the PBP2s form and must be submitted as normal through PeopleAdmin.

- TFAC are only eligible for summer instruction, they cannot be hired for ECOM/research.

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TFAC (ADJUNCT) PROCESS: THE PBP2S FORM

- This form is used for HIRE, CHANGE and SEPARATION actions.

- You must first select the applicable Action (by clicking the radial button at the top of the page) in order for the form to populate the specific fields required for that action type.

- Ensure accounting information is completed AND type the combination code (combo code) in the Comments section.

- Example shown is for a hire action.

TFAC (ADJUNCT) PROCESS: SUBMISSION

- Summer hire forms submitted without an offer letter will be returned for edits which may delay the employee's compensation.

- Two offer letter templates are provided for temporary employee summer hires: 1) a standard rehire offer, and 2) a retiree rehire offer letter.

- The data on the PBP2s and offer letter must align.

- Completed PBP2s summer hire forms with signed offer letters must be scanned and emailed to saladmin@mailbox.sc.edu.

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RESOURCES: JOB AIDS, TEMPLATES, ETC.

- Job aids, important information, offer letter templates, 2024 PBP2s form, and other resources are housed on the HR Toolbox (which will be updated to current year information on or after 4/10/2024).

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Human Resources	**Summer Compensation**
Careers at USC	Review the **Summer Compensation** section of our website for instructions on how to submit compensation actions for FTE faculty and temporary faculty who worked in the previous spring 2023 semester.
New Employee Guide	
Benefits	**Resources and Guidelines:**
Compensation	
Training and Professional Development	Expand all
	When to use Summer eForms in HCM ⊕
Employee Relations	When to use PBP-2-S Paper Forms ⊕
Talent Management	Funding Changes for FTE Faculty Summer Compensation ⊕
International Services	Required Offer Letters ⊕
Policies and Procedures	Summer Compensation Calculator ⊕
HR Toolbox	Queries ⊕
News and Events	Important Information ⊕
Balancing Childcare and Work	Contact Information ⊕
HCM PeopleSoft System Resources	
PeopleAdmin	
Summer Compensation	

RESOURCES: QUERIES

- There are three queries in HCM to help you monitor summer comp.
- **SC_HR_PENDING_SUMMER_FORMS** - Provides key details on the Summer hire and the Summer Job Change eForms initiated for employees in the VSUM Summer job code that are pending in the workflow.
  - Status Change eForms initiated on summer EMPL records will not appear on this query. You will continue monitor these forms trough View ePAF as normal. College/Division and Campus have access to run which includes the status: SC_HR_GT_WORKFLOW_COLLEGE_DEPT.
- **SC_HR_APPROVED_SUMMER_FORMS** - Provides key job data and funding information for active summer hires.
- **SC_HR_SUMMER_TOTAL_COMP** - Provides the total current year summer comp on file for your employees as well as their 33.xx% limit and their FTE base salary.

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RESOURCES: ACCOUNT FUNDING CHANGES

- Funding changes for both FTE and TFAC summer compensation follow the same rules as all other employee types.
  - Current and future dated changes are initiated on the Account Funding Change eForm in HCM.
  - Retro changes will be handled through the retro JE process.

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THANKS!

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