



2020 Summer ECOM and Instruction Overview

CAS Step-by-Step Summer ECOM Process

1. Units will submit the online [Summer Compensation Request Form](#) for ALL summer ECOM.
2. Dean’s office will review the request and the Unit will receive an email after a decision has been made.
3. The Unit will then fill out the paper [Summer Employment Form \(PBP-2-S\)](#) and email it, along with the approved request, to their [assigned HR Contact](#).

Subject line should read:

DEPT_HIRE_LastNameFirstName (i.e. BIOL_HIRE_SmithJohn)

4. The College then gains the Dean’s signature and submits the *Summer Employment Form* to HR for final processing.

Summer ECOM FAQs	
What is summer ECOM?	Compensation for sponsored research and other duties not related to teaching in summer sessions, also known as extra compensation.
Who is eligible to receive summer ECOM?	FTE Faculty who are out of their pay basis.
When can someone receive summer ECOM?	*For 9-month FTE Faculty: May 16, 2020 – August 15, 2020 *For 11-month FTE Faculty: ECOM can only be requested during their designated month off.
What should be included in the justification for summer ECOM?	A detailed description as to what research or duties that will be performed to warrant extra compensation.
When is a request required for summer ECOM?	For College records, a request is required for <u>ALL</u> summer ECOM regardless of funding source.
What if I have a someone who is teaching and requesting summer ECOM?	You will submit a request for each on the appropriate request forms. Once approved, you have the option of submitting one Summer Employment Form with both the instruction and ECOM listed, pursuant that the instructional course has met enrollment. If the course has not met enrollment, but should before the course meets, we suggest submitting one form for the summer ECOM and then another for instruction once the course meets enrollment.

CAS Step-by-Step Summer Instruction Process

1. Units will email the [Request for Instructional Support \(RIS\) form](#) to their [assigned HR Contact](#).

Subject line should read:

DEPT_INST REQ_LastNameFirstName (i.e. BIOL_INST REQ_SmithJohn)

2. Dean's office emails the approved/denied request form back to the Unit.

→→If the request is for a TFAC who did **NOT** work in Spring 2020, **STOP HERE** and process the hire via [PeopleAdmin](#). ←←

3. The Unit will then fill out and email the [Summer Employment Form \(PBP-2-S\)](#), the signed summer offer letter, and the approved request, to their [assigned HR Contact](#).

Subject line should read:

DEPT_HIRE_LastNameFirstName (i.e. BIOL_HIRE_SmithJohn)

4. The College then gains the Dean's signature and submits the *Summer Employment Form* to HR for final processing.

Summer Instruction FAQs	
What is summer instruction?	
	Compensation for summer school instruction: this includes the full summer session and any parts of term as defined by each campus.
Who is eligible to receive summer instruction?	
	<ul style="list-style-type: none">✓ FTE Faculty (non-tenure track, tenure-track, and tenured)✓ Non-FTE Instructors✓ Temporary Faculty (TFAC)✓ GAs
When can someone receive summer instruction?	
	May 11, 2020 – August 1, 2020 (dates determined by summer session)
What should be included in the justification for summer instruction?	
	Details as to why it is necessary for this individual to teach this course, enrollment info, etc.
When is a request required for summer instruction?	
	A request is required for ALL summer instruction regardless of position type.
What if I have a someone who is teaching and receiving summer ECOM?	
	You will submit a request for each type of action on the appropriate request forms. Once approved, you have the option of submitting one Summer Employment Form with both the instruction and ECOM listed, pursuant that the instructional course has met enrollment. If the course has not met enrollment, but should before the course meets, we suggest submitting one form for the summer ECOM and then another for instruction once the course meets enrollment.