

Summer Compensation Instructions

The PBP-2-S Hiring Document for Summer Compensation is used to process summer instruction and sponsored research or other activities performed during the summer for faculty in full-time equivalent (FTE) positions employed in the previous academic year, or temporary faculty who worked in the previous spring 2021 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 as defined by HR 1.81 Summer Compensation for Faculty. The form is also used for summer compensation changes and separations.

The [PBP-2-S Hiring Document for Faculty Summer Compensation](#) is used to process:

- Compensation for summer school instruction: this includes the full summer session and any short-term sessions as defined by each campus.
- Compensation for sponsored research and other duties not related to teaching in summer sessions, also known as extra compensation (ECOM).
- Multiple summer appointments including multiple sessions of summer instruction and/or sponsored research appointments.
- Changes to compensation due to course enrollment increase or decrease.
- Changes to ECOM earnings or dates.
- Separation of summer employment **only if ending early.**

For all other faculty, the PeopleAdmin Adjunct/Temp Hiring Proposal is used to process summer hires. This includes:

- Adjunct faculty who **did not** teach during the spring 2021 semester
- All other faculty in non-FTE appointments, such as research grant or time-limited
- Unclassified staff in temporary, FTE, research grant or time-limited appointments

Items to Consider:

- **NEW for 2021:** Summer Compensation will be aligned on the same schedule as the faculty's base pay of current or lag.
- Summer compensation is not Dual Employment or additional pay, both of which cover compensation earned during the faculty's base period of employment (contract period).
- FTE faculty do not accrue sick leave while in temporary employment status for summer.
- Summer compensation begins 05/16/2021 and ends 08/15/2021. FTE Faculty cannot be paid for summer compensation until the 5/16/2021 – 5/31/2021 payroll, regardless of when the summer instruction begins. ECOM cannot begin before 5/16.
- Colleges and comprehensive universities must coordinate requests for cross-campus, department, or college summer appointments.
- The USC system holds total compensation for summer compensation to 33.33% 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 universities or Palmetto College. If an exception is being requested for summer instruction, the college/ comprehensive universities must include the approval with the Summer Compensation form when submitting to HR Operations and Services. **There are no exceptions to Extra Compensation, which is capped at the rate of pay for the previous academic year.** . The form auto-calculates daily and hourly rate for computing maximum ECOM earnings. Exceptions to the daily rate are permissible as long as the total compensation (ECOM and Instruction) does not exceed the total allowable earnings of 33.3% for summer 2021.
- For summer 2021, there are 65 workdays for 9-month faculty, so total compensation for 2021 summer employment may not exceed 33.33%. For 10.5 or 11-month faculty, earnings are pro-rated based on the available workdays for the time outside the contract basis. Please refer to the faculty's original offer letter to determine the time-out-of-contract basis and manually count the available workdays for that time. For example, if an 11-month faculty member began on July 1, XXXX, the month out- of-basis would be June XXXX. June 2021 has 22 workdays. **Faculty in 10.5 and 11-month pay basis must consistently take the same time-out-of-contract each year.**

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- The base salary is the ending compensation earned in the preceding academic year (as of 5/15/2021), which does not include any potential general increases, supplements, or other non-base payments.
- If there is a cancellation (of the original course or additional sections of the original course only, or Summer Research) after the original forms have been processed by HR Operations and Services, the Summer Compensation form is used to separate the summer compensation by selecting the SEPARATION button and complete all open fields. This form is required to ensure that payment is not issued for the course or to initiate an overpayment letter if the faculty received payment. We strongly encourage using enrollment contingencies. **PLEASE contact our office before submitting cancellation/separation to confirm whether the original hire has been executed and to verify the Empl Record.**
- If there is an increase or decrease to the compensation (for the original course or additional sections of the original course only or for Summer Research) after the original forms have been processed by HR Operations and Services, the Summer Compensation form is used to initiate the necessary adjustments to pay by selecting the CHANGE button. Increases to summer compensation amounts trigger changes to the percentage of earnings. It is the college/campus responsibility to ensure the faculty will not exceed the allowable percentage. **PLEASE contact our office before submitting changes to confirm whether the original hire has been executed and to verify the Empl Record.**
- All requests for exceptions are subject to review and approval by UofSC Division of Human Resources to ensure compliance with state regulations.

Submitting Summer Compensation Forms:

- All summer compensation submissions must be electronically sent to HR Operations via SALADMIN@mailbox.sc.edu by the published deadline for each payroll, found on the [home page of the HR Toolbox](#).
- Submissions should only be made to HR once all required approvals are obtained. Electronic signatures and/or email authorization signature will be accepted.
- When submitting multiple summer compensation forms in one email, please list in the body of the email the names of each employee for whom you are submitting a form. This provides a check list for HR Contacts and HR Operations to ensure all intended documents are received.
- If submitting one summer compensation form, please include the employee's name in the subject of the email.

Completing the Summer Instruction Section

When completing the “Summer Instruction” section of the form, select the specific summer session from the dropdown menu. Please be mindful of the faculty’s out of basis time and number of eligible days to earn Summer Instruction. 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 350 – 356 - Selecting one of these summer sessions will allow the form to auto-populate the dates and #number of weeks on the form.

- 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 weeks per session are provided on the Summer Schedules at the end of this document.
- New sessions for 2021 for the comprehensive universities, Palmetto College and special sessions on the Columbia campus are listed at the end of the dropdown by campus/college/school name and session if this information has been provided to the Division of Human Resources. If not, please use the blank selection and provide the inclusive dates and # number of weeks of the session.
- **NEW for 2021:** Please ensure you provide the full course name and number. Example: ABC 123.

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 ending compensation earned in the preceding academic year (as of 5/15/2021), which does not include any potential general increases, 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 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.

Other Considerations:

- Fringe benefit rates are not included in the automatic calculations built-in on the form and are not 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) prior to submission to the Division of Human Resources.
- The PBP-2-S for comprehensive universities 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 enter the appointment basis for the faculty, which is 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. Please be mindful of the faculty’s out of basis time and number of eligible days to earn ECOM.
- 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 ending compensation earned in the preceding academic year (as of 5/15/2021), not including any potential general increases, 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 HR Operations and Services 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, which includes 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.

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- Fringe benefit rates are not included in the automatic calculations built-in to 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 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 verify that all accounting streams listed on the form have an existing Combo Code. A query will be provided to list all available Combo Codes.**
- **The Combo Code must be listed in the Justification section of the form.**
- Summer Account Codes are 51300 for ECOM and 51330 for Summer Instruction.
- Changes to accounting information must be submitted via the account change form available on Office of Payroll’ website.
- The pay schedule for summer 2021 will be aligned with the faculty’s base pay of current or pay lag.

Contact Information

Questions regarding accounting information or retro accounting changes should be directed to Payroll at: PAYROLL@mailbox.sc.edu

Questions regarding all other aspects of summer compensation should be directed to HR Operations and Services at: SALADMIN@mailbox.sc.edu.

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2021 Summer Schedules

<u>Campus/College</u>	<u>Session/Term</u>	<u>Dates</u>
Columbia	3S0	5/10 - 7/31
Columbia	3S1	5/10 - 6/19
Columbia	3S2	6/21 - 7/31
Columbia	3S3	5/10 - 5/28
Columbia	3S4	6/1 - 6/18
Columbia	3S5	6/21 - 7/9
Columbia	3S6	6/1 - 7/31
PC/Ft Jackson	Sum I	5/10 - 6/25
PC/Ft Jackson	Sum II	6/28 - 8/6
PC/ USC Lancaster	Sum I	5/10 - 6/2
PC/ USC Lancaster	Sum II	6/7 - 6/28
PC/ USC Lancaster	Sum III	7/6 - 7/28
PC/ USC Lancaster	Sum IV	5/10 - 6/30
PC/ USC Lancaster	Sum V	7/7 - 7/28
PC/Columbia	Sum I	5/10 - 6/25
PC/Columbia	Sum II	6/28 - 8/6
PC/USC Salkehatchie	Sum I	6/1 - 7/1
PC/USC Salkehatchie	Sum II	7/6 - 8/5
PC/USC Sumter	Sum IA	6/1 - 7/28
PC/USC Sumter	Sum IB	6/1 - 7/1
PC/USC Sumter	Sum II	7/6 - 8/5
PC/USC Sumter	Sum R1	5/10 - 6/15
PC/USC Sumter	Sum R2	6/14 - 7/20
PC/USC Union	Maymester	5/10 - 5/28
PC/USC Union	Full Sum Session	5/10 - 7/28
PC/USC Union	Sum I	5/10- 6/28
PC/USC Union	Sum II	6/28 - 8/6
PC/USC Union	June Session	6/1 - 6/20
PC/USC Union	July Session	7/6 - 8/4
-	-	-
DMSB	PMBA	6/28 - 8/16
DMSB	Army	6/7 - 7/2
DMSB	Army	7/12 - 8/6
DMSB	Intl Bus	5/10 - 5/28

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<u>Campus/College</u>	<u>Session/Term</u>	<u>Dates</u>
Columbia Nursing	Summer	5/10 - 7/31
Columbia Nursing	Summer A	5/10 - 6/27
Columbia Nursing	Summer Clinical	5/10 - 8/8
Columbia Nursing	Summer B	6/28 - 7/31
Columbia Law	Maymester	5/10 - 5/27
Columbia Law	Sum I	5/10 - 6/25
Columbia Law	Sum II	6/1 - 7/16
USC Aiken	Maymester	5/10 - 5/28
USC Aiken	Sum I	6/1 - 7/2
USC Aiken	Sum II	7/6 - 8/9
USC Aiken	Full Summer	5/10 - 8/9
USC Aiken	Term 1SA	5/7 - 6/30
USC Aiken	Term 1SB	6/28 - 8/15
USC Beaufort	Maymester	5/10 - 5/28
USC Beaufort	Sum Full Term	6/2 - 8/3
USC Beaufort	Sum 1st Half-term	6/1 - 7/3
USC Beaufort	Sum 2nd Half-term	6/6/ - 8/3
USC Upstate	Sum A	5/10 - 6/7
USC Upstate	Sum B	6/3 - 7/8
USC Upstate	Sum C	7/6 - 8/9
USC Upstate	Sum D	5/10 - 7/7
USC Upstate	Sum E	6/3 - 8/9
USC Upstate	Sum F	5/10 - 8/9