

2022 SUMMER COMPENSATION DISCUSSION



UNIVERSITY OF
South Carolina

College of Arts and Sciences

DISCUSSION ITEMS

- **Summer Compensation**
- **Summer Instruction**
 - Overview
 - CAS Summer Instruction Process
- **Summer ECOM**
 - Overview
 - CAS Summer ECOM Process
- **Summer Payroll Deadlines**
- **Q & A**



SUMMER COMPENSATION

➤ Instruction vs. ECOM (Extra Compensation)

- Instruction: Compensation for summer school instruction which includes the full summer session and any parts of term as defined by each campus.
- ECOM: Compensation for sponsored research and other duties not related to teaching in summer sessions, also known as extra compensation.

➤ Effective Dates for Summer 2022

- May 16, 2022 – August 15, 2022

➤ Maximum Compensation for Summer

- 9 month Faculty: 33.85% of their preceding academic year salary
- 11 month Faculty: 9.36% of their preceding academic year salary



SUMMER INSTRUCTION

- What is summer instruction?
- Who is eligible to receive summer instruction?
- When can someone receive summer instruction?
- What should be included in the justification on the PBP-2S for summer instruction?
- When is a request required for summer instruction?
- What is the compensation for summer instructors (FTE vs. TFACs)?
- ***NEW*** When should the faculty member expect to be paid?



CAS SUMMER INSTRUCTION PROCESS

1. **Request:** Submit the electronic *Request for Instructional Support (RIS)* form on the My Arts and Sciences website.
2. **Approval:** Your assigned CAS HR Contact will then email the approved/denied request back to the Unit once the course has met enrollment or been approved for low enrollment.

If the request is for TFAC who did NOT work in Spring 2022, STOP HERE and process the hire via PeopleAdmin.

3. **Offer Letter:** Draft the appropriate summer compensation offer letter based on the university templates and send to the faculty member to sign.
4. **FTE Summer hire eform:** Submit the Summer Hire eform in HCM Peoplesoft, attaching the College approval and signed summer offer letter.

TFAC PBP-2S paper form: If the temporary faculty member (TFAC) taught in spring, fill out and email the Summer Employment Form (PBP-2S), the College approval, and signed summer offer letter to your assigned HR Contact.



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SUMMER ECOM

- What is summer ECOM?
- Who is eligible to receive summer ECOM?
- When can someone receive summer ECOM?
- What should be included in the justification on the request for summer ECOM?
- When is a request required for summer ECOM?
- How much are faculty members compensated for ECOM?
- ***NEW*** When should the faculty member expect to be paid?



CAS SUMMER ECOM PROCESS

1. **Request:** Submit the online *Summer Compensation Request* Form for ALL summer ECOM.
2. **Approval:** The request will be reviewed by Dean's Office HR and Budget and then you will receive an email of approval or denial from your assigned CAS HR Contact.
3. **Offer Letter:** Draft the summer compensation offer letter based on the university template, adding details about the responsibilities of the faculty member during this ECOM appointment, and send to the faculty member to sign.
4. **Summer Hire eform:** Submit the Summer Hire eform in HCM Peoplesoft, attaching the College approval and signed summer offer letter.



PAYROLL DEADLINES

Session	Due Date
Full Summer Session (3S0) May 9 – July 28	Friday, April 29
6-Week Session I (3S1) May 9 - June 16	Friday, April 29
6-Week Session II (3S2) June 20 – July 28	Wednesday, June 1
3-Week Session I (3S3) May 9 – May 25	Friday, April 29
3-Week Session II (3S4) May 31 - June 16	Tuesday, May 17
3-Week Session III (3S5) June 20 – July 7	Wednesday, June 1
9-Week Session (3S6) May 31 – July 28	Tuesday, May 17



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Q & A