



# 2020 SUMMER COMPENSATION

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HOW TO PAY, MAKE CHANGES, AND SEPARATE  
FACULTY SUMMER EMPLOYMENT

# Agenda

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- PeopleSoft Impact
- One Form for 2020
- Instructions
- Matrix
- Questions

# PeopleSoft Impact

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- Minimal impact in 2020
- All academic units will continue to submit paper forms to HR Ops and Services for entry
- One form for easier use and to help prevent overpayments

# 2020 Summer Compensation Form

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- Only displays the required fields needed to complete the selected action
- One form for all summer compensation actions:
  - Hire
  - Change – typically for enrollment going up or down, but can also be used to increase ECOM
  - Separation – **USE ONLY** when ending earlier than indicated on the original hire action
  - Dropdown selections – using dropdown selections will ensure fewer errors and consistent data
  - **NEW!** Must provide Base Appt Start/End WHEN 10.5 or 11 months

# Summer Instruction

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- Summer Compensation form is used to hire all FTE faculty AND TFACS who taught in Spring 2020 and are teaching Summer; all new TFACS should be processed via PeopleAdmin
- Summer Compensation (including summer instruction and ECOM) total earnings capped at 33.33% for 65 days for 9-month faculty; EXCEPTIONS for summer instruction require approval from Provost or Vice Chancellor
- Available work-days for 10.5-month and 11-month faculty is determined by their offer letter or original appointment date at the expanded pay basis
- Sessions provided to our office are pre-populated on the form. If your academic unit did not provide your schedules, you will need to use the blank selection and provide the required information

# Summer ECOM

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- Must Provide in ECOM Section of Form:
  - Faculty's FTE Pay Basis
  - Summer ECOM Begin and End Dates
  - Hours per Day
  - Number of Days Working
- Only displays the required fields needed to complete the selected action
- Auto-Calculates the Daily Rate and the Hourly Rate
- User must calculate Expected Earnings based on the actual number of days and hours
- Summer Compensation total earnings capped at 33.33% for 65 days for 9-month faculty; **NO EXCEPTIONS for ECOM**, which is based on daily rate of pay
- Available work-days for 10.5-month and 11-month faculty is determined by their original appointment date at the expanded pay basis

# Accounting and Signatures

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- Accounting and Payroll Requirements:
  - Hiring units must verify that all accounting streams listed on the form have an existing Combo Code
  - **NEW!** Hiring units must list corresponding Combo Code(s) in the justification box
  - Failure to provide the verify accounting streams and the Combo Code(s) will cause delays in processing and may result in faculty not being paid timely
  - Summer Account Codes are 51330 for Summer Instruction and 51300 for ECOM
- College/Comprehensive University are responsible for ensuring all required signatures are included on the form prior to submission to HR Ops and Services, including for cross-campus or cross-departmental hires.

# Questions and Contact Information

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## Questions????

Contact Information – please use email for all contact!

Salary Admin Email: [SALADMIN@mailbox.sc.edu](mailto:SALADMIN@mailbox.sc.edu) – use to submit forms/inquiries

Payroll Email: [USCPAY@mailbox.sc.edu](mailto:USCPAY@mailbox.sc.edu) – use to submit acct changes/inquiries