Adding Compensation for Faculty Summer Appointments
(for Existing Additional Jobs)

Please review summer appointment details prior to proceeding with the following steps.
Details to review include annual work period, % effort, salary, title, etc.
If any position details need to be changed, you will need to submit both a Job Change/Data Change AND a Request Compensation Change.

1) Initiate Request Compensation Change to restore compensation for a faculty member’s summer appointment.

Effective Date:
- make change effective before the annual work period to recognize the encumbrance earlier than when the annual work period would occur.
- make change effective the same date as the annual work period if there is not a need to recognize the encumbrance earlier.

![Request Compensation Change Form]

Use this process for changes to an employee’s compensation, such as hiring adjustment, stipend or allowance amount. If employee is an employee, the process will automatically create an Employment transaction.

Using a beginning and end date for a recurring Allowance payment will ensure the payments start and automatically end at the end of the Allowance period.

No centrally allocated funds (E&G, DT, UAF, AUP, Investment Earnings and Auxiliary Assessments) or differential tuition are allowed.

Effective Date: 03/01/2020
Use Next Pay Period

Employee: Jane Professor
Position: E09786 Assistant Professor, P-63510 Assistant Professor
2) **Reason:** Select Other Salary Action

![Compensation form with Reason field highlighted](image)

3) **Click Add under Salary**

![Guidelines section with Salary field highlighted](image)
4) Select **Salary** for the Compensation Plan, enter the faculty member’s monthly salary under Amount, and select **Monthly** for Frequency.

5) Click the Additional Details and enter the **Actual End Date** of the faculty member’s summer appointment to remove the compensation after the summer term has ended.

6) **Enter Comment:** FYXX summer appointment

**Routing:**
- HR Contact initiates
- Faculty Partner approves
- Department Head (Manager) approves
- Executive Approver (Damon S.) approves
- Routes back to HR Contact for costing allocation