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

Reminder: Review summer appointment position details prior to proceeding with the following steps. Details to review include: Annual Work Period, % FTE, 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.

Initiate Request Compensation Change for employee whose compensation needs to be restored/added for a faculty member’s summer appointment.

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

Reason: Other Salary Action

Request Compensation Change

Use this process for changes to an employee’s compensation, such as hiring adjustment, stipend or allowance.

Using a beginning and end date for a recurring Allowance payment will ensure the payments start and auto:

No centrally allocated funds (E&G, DT, UAF, AUF, Investment Earnings and Auxiliary Assessments) or different
Salary Plans have been removed or ended so you will need to add them back. Please click “Add” under Salary.
Under Compensation Plan, type “Salary” then Enter; enter the Amount and Frequency (Monthly); Click on Additional Details and enter the Actual End Date. The Actual End Date should be the last day of the summer appointment.

After entering the “Actual End Date”, click the  to restore the compensation.

Comments: Indicate FYxx Summer Appointment updates.

Submit