Faculty Summer Appointments (Secondary Positions)

Engineering faculty members typically have a primary position (9 month appointment) and if summer funding is obtained, a secondary position is created for the appropriate term (up to 3 months).

In the spring of 2019, Texas A&M Engineering established a procedure for faculty summer appointments which includes adding end dates on all summer compensation. Entering the end date serves multiple purposes the first and foremost being accuracy of the position information from one year to the next. The intention of this process is for every summer appointment title, salary, term and funding to be reviewed and updated prior to reinstating compensation each year. In addition, entering an end date prevents the summer position from encumbering funds incorrectly in the next fiscal year, which provides more accurate budgeting for departments. Once funding and the term of a summer appointment are determined, compensation should be reinstated (along with the updated salary and title) so funds are encumbered based on current and accurate information.

**Report to assist with identifying faculty appointment information:** Compensation Spreadsheet

*(HR Contacts can run this report)*

Report Criteria:

1. Organizations: Select sup orgs (Note: enter adloc #, press enter, select Control + A then enter to select all sup orgs in menu display)
2. Include Subordinate Organizations: check the box
3. Employee Type: Select Faculty

Once the report has run, sort by employee name so you can see primary and secondary appointments grouped together in order to make it easier to compare the information for the two positions.

**Recommended Columns to Compare Data:**

Name, Employee ID (UIN), Position, Primary Job, Job Profile, Annual Work Period, Compensation Plan Type should be Salary, Compensation Details – Assigned Amount and Actual End Date *(Note: the spreadsheet is large so we’ve hidden other columns to make things easier to read for this example)*.

The goal is to make sure the applicable fields match when a faculty member has two positions and to make sure there is an actual end date on the compensation for the additional job. If the end date is the prior year, the position will not pay in current year until the compensation has been reinstated and a new end date has been added. When updates are needed, please submit the appropriate Workday action.

Instructions on how to remove/end compensation as well as how to add/revise compensation can be found on the Engineering Payroll website under Departmental Resources > Guidelines.

**Example of Correct Entry:**

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Employee ID</th>
<th>Position</th>
<th>Primary Job</th>
<th>Job Profile</th>
<th>Annual Work Period</th>
<th>Compensation Plan Type</th>
<th>Assigned Amount</th>
<th>Actual End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prof A Primary Appointment</td>
<td>UIN</td>
<td>E11111 Assistant Professor</td>
<td>Yes</td>
<td>Assistant Professor</td>
<td>9 Month (September 1 - May 31)</td>
<td>Salary</td>
<td>11,626.47</td>
<td></td>
</tr>
<tr>
<td>Prof A Summer Appointment</td>
<td>UIN</td>
<td>P-22222 Assistant Professor - (+)</td>
<td></td>
<td>Assistant Professor</td>
<td>3 Month starting June (June 1 - August 31)</td>
<td>Salary</td>
<td>11,626.47</td>
<td>8/31/2020</td>
</tr>
</tbody>
</table>

Please contact Engineering HR/Payroll if you have questions.