

The University of Alabama
PA Instructions for One-Time Monthly Supplemental Pay

Faculty Summer Research PA Instructions

Below is information to help you complete your Faculty summer research pa's. **REMEMBER – these rules apply only to Faculty summer research PA's for those faculty who are on 9 month appointments (paid over 9 or paid over 12). For faculty with 12 month appointments, summer research activity is simply a distribution change PA – using all regular appointment codes.**

PA section A

Purpose of the Personnel Action:

- This is the Type Action, Select # 7E
 - 7E – Summer Research – only to be used for summer research – not teaching
- Budget Change Number: Add z number if budget isn't permanently funded.

PA Section B

Employee Information:

- Complete the following sections
 - SSN
 - CWID
 - Type of Employee
 - Name
 - Suffix
 - Title

PA Section C

Assignment Information:

- “From” portion of the pa
 - DO NOT COMPLETE THIS SECTION for 7E pa types
 - The general rule is that you don't complete the left side assignment information on summer teaching, research, or supplemental pa's. The from portion of the pa is only used when changing a person's regular assignment.

Appoint, Reappoint, or Change TO:

- Complete the following sections:
 - Position Number: **USE SUMMER RESEARCH POSITION NUMBERS ONLY!** These numbers begin with SR.
 - Official Title/Rank: automatically fills when you complete the position class
 - Org Name: automatically fills when you complete org number
 - Org Number: This is a **6-** digit banner number.
 - Assignment/Leave Dates:

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- Be sure to check all contracts activity dates to ensure you do not attempt to appoint someone before the start of the contract or beyond the expiration date.
- Employee Class: use the following Summer code SR – Summer research faculty (for summer research pa's ONLY – not for teaching pa's)
- Composite FTE: It is based on the percentage of one full month's salary at the 1/9th rate. **It should never exceed 1.0**

Example: Faculty members 1/9th salary rate = \$5000.00

A. Funds available for 1 month in summer = \$ 2000.00

FTE = $2000.00/5000.00 = .40000$ composite FTE

B. Same \$2000.00 spread out over 3 months

$2000.00/3 = 666.66$ per month

$666.66/5000.00 = .13$ composite FTE (rounded to 2 decimal places)

- Total Salary: Multiply the monthly rate by the number of months that you are paying the faculty member. If you are paying for a portion of a month, you will need to calculate the total salary based on the daily rate. Instructions regarding how to calculate daily rates is on the payroll website..
- Monthly Rate: Total dollars to be paid to the faculty member during the summer divided by the number of months he/she is to be paid.
- Position Class: Use the following class code
SR001 = summer research faculty/staff
- EEO Code: This item should populate automatically when you fill in the position class.
- Distribution FTE: The distribution FTE must add up to 100.00.
- Fund: Use the appropriate fund number.
- Orgn: Use the appropriate 6 digit org number associated with the contract fund.
- Account: Use the following summer research account code:
601350 – Faculty Research – Summer
- Distribution Amount: This block will automatically complete based on the monthly rate and the distribution FTE you have entered.
- SS: Do not complete this block it is for summer teaching only.
- Other Amount: Type in the total dollar amount charged to each distribution line for the entire time period that is typed on the pa form.

Example:

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Monthly rate is 5,000.00 – total salary is 15,000.00 over 3 months.

.40 distribution FTE, 2000.00 distribution amount.

$2000.00 \times 3 = 6000.00$. Type 6000.00 in the other amount line.

.60 distribution FTE, 3000.00 distribution amount.

$3000.00 \times 3 = 9000.00$. Type 9000.00 in the other amount line.

The total of the amounts typed in “other amount” should equal the total salary line on the pa form.

PA Section E

Comments:

- Be sure to include in the comments section any information that might help C&GA, payroll or input understand what you are doing.

Remember... Nothing is ever typed in the “assignment information” section (left side) on a summer research (type 7E) PA. **Also**, 7E pa information is never typed in the “assignment information” (left side) section of any follow-up pa.

Additionally, please watch composite fte’s very carefully. If a faculty member is teaching and doing research (two separate pa’s) the total composite fte for any period should not exceed 1.0.