

**Problem:** SWH/FTE are **maxed**, but salary cap has not been met.  
 Faculty member is still owed pay:

| ACTIVITY               |                                      |            |          |                                      | FINANCIALS                   |  |                              |         |            |  |
|------------------------|--------------------------------------|------------|----------|--------------------------------------|------------------------------|--|------------------------------|---------|------------|--|
| Activity               | Course unique number (teaching only) | Start date | End date | Total Base Pay - amount (9-mo. rate) | Allowance plan (supplements) | Summer rate - monthly (total) - should match Workday RPT0274 | Scheduled Weekly Hours (SWH) | FTE     | Allocation |  |
| Teaching - 1st session | 73184                                | 6/1        | 7/15     | \$77,700                             | \$ -                         | \$ 8,633.33  | 28.21                        | 70.52%  | \$9,000.00 |  |
| Teaching - 2nd session | 74440                                | 7/16       | 8/15     | \$77,700                             | \$ -                         | \$ 8,633.33  | 40.00                        | 100.00% | \$8,821.01 |  |



Salary cap \$9,000.00

Allocation \$8,821.01

Deficit (\$ 178.99)

## Solution: One-Time Payment for deficit amount

Amount owed: \$178.99

### Step 4: Add to spreadsheet:

| JOB INFORMATION       |                                   |               |                        |                                      |            |          | FINANCIALS                           |                              |  |                              |         |            |
|-----------------------|-----------------------------------|---------------|------------------------|--------------------------------------|------------|----------|--------------------------------------|------------------------------|--|------------------------------|---------|------------|
| Last Name, First Name | Job Title - One line per Add Job  | Tenure status | Activity               | Course unique number (teaching only) | Start date | End date | Total Base Pay - amount (9-mo. rate) | Allowance plan (supplements) | Summer rate - monthly (total) - should match Workday RPT0274 | Scheduled Weekly Hours (SWH) | FTE     | Allocation |
| Venkman, Peter        | First Session Teaching 6/1-7/15   | NTT           | Teaching - 1st session | 73184                                | 6/1        | 7/15     | \$77,700                             | \$ -                         | \$ 8,633.33  | 28.21                        | 70.52%  | \$9,000.00 |
| Venkman, Peter        | Second Session Teaching 7/16-8/15 | NTT           | Teaching - 2nd session | 74440                                | 7/16       | 8/15     | \$77,700                             | \$ -                         | \$ 8,633.33  | 40.00                        | 100.00% | \$8,821.01 |
|                       | Second session OTP 7/16-8/15      |               |                        |                                      |            |          | \$ -                                 | \$ -                         | \$ -   | 0.00                         | 0.00%   | \$ 178.99  |

## Step 5: Process One-Time Payment

### **Second and whole summer session instruction only:**

If payment is owed due to abbreviated time period for academic calendar date shift, process an OTP as follows:

|    |                                   |      |                        |       |      |      |           |      |             |       |         |            |
|----|-----------------------------------|------|------------------------|-------|------|------|-----------|------|-------------|-------|---------|------------|
| ET | Second session teaching 7/16-8/15 | 1111 | teaching - 2nd session | 74440 | 7/16 | 8/15 | \$ 17,700 | \$ - | \$ 8,853.33 | 40.00 | 100.00% | \$6,821.61 |
|    | Second session OTP 7/16-8/15      |      |                        |       |      |      | \$ -      | \$ - | \$ -        | 0.00  | 0.00%   | \$ 178.99  |

- OTP payment date: 8/15/2024
- Required OTP coverage dates: 8/16-31/2024
- OTP plan: Academic Activities
- Required comments:
  - August employment dates are condensed due to transition to new academic appointment calendar. OTP will bring faculty member up to \$9k salary cap for this course.

See [COE: 2024 Summer Faculty Employment Guidance > Second and Whole Summer sessions](#)