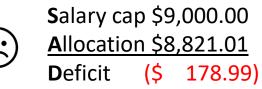


Problem: SWH/FTE are maxed, but salary cap has not been met. Faculty member is still owed pay:

ATIC	N				FINANCIALS											
ure		Course unique number (teaching	Start	End	Total Base Pay - amount (9-mo.	Allowance plan	Summer rate - monthly (total) - should match Workday	Scheduled								
us	Activity	only)	date	date	rate)	(supplements)	RPT0274	(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						





Solution: One-Time Payment for deficit amount

Amount owed: \$178.99

Step 4: Add to spreadsheet:

	JOB INFO	FINANCIALS										
Last Name, First	Job Title -	Tenure		Course unique number (teaching	Start	End	Total Base Pay - amount (9-mo.	Allowance	Summer rate - monthly (total) - should match Workday	Scheduled Weekly Hours		
Name	One line per Add Job	status			date		•	(supplements)		(SWH)	FTE	Allocation
	First Session Teaching 6/1-7/15		Teaching - 1st session	73184	6/1	7/15	\$77,700		\$ 8,633.33	28.21		\$9,000.00
	Second Session Teaching 7/16-8/15		Teaching - 2nd session		7/16			1	\$ 8,633.33			\$8,821.01
	Second session OTP 7/16-8/15		Ŭ				\$-	\$-	\$ -	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:

ier jaeco	id pession reaching // to-o/ to-	IN LL	reaching - 2nd session	/ 4440	7/10	0/15	ψιι,τυυ	Ŷ	-	Ŷ	0,000,00	40.00	100.0070		-
Seco	nd 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 <u>COE: 2024 Summer Faculty Employment Guidance > Second and Whole Summer sessions</u>