Additional Employment and Allowances

Faculty Additional Employment - overview

Prior approval requirement

Prior approval is required for additional work to be performed in a unit other than the faculty member's home department. This may be indicated on the Workday business process by either a) completing a completed and signed Faculty Additional Employment form to the Workday business process, or b) obtaining approvals of both the home department supervisor and supervisor of the organization requesting the additional employment via email or other written means, and detailing these approvals in the Workday business process comments - example: "Additional employment approved by Chair/Director/Dean Name on MM/DD/YYYY."

Notes

- If the proposed additional work will be funded by sponsored research, follow the instructions for Course Buyout.
- State funds should only be used for appropriate instructional-related duties.
- If a faculty member holds multiple faculty jobs across different units, their rank must be the same across all units.
- There are no hourly or compensation limits on additional employment for faculty.
- Hourly pay is used for additional non-academic work that is also performed by a nonexempt employee.
- Tip: To view all additional jobs for a single faculty member, Academic HR Partners and Academic HR Executives may run the Add Job Analytic (Academic) - RPT0018 in Workday.

Current Academic A&P employees with faculty titles

- If additional employment is related to their duties as a faculty member, the processes and rules for Faculty with Additional Employment should be followed.
- If additional employment is not related to their duties as a faculty member, follow the processes and rules for Staff with Additional Employment. (Approvals will route through APS rather than HR.)

Faculty Additional Employment is additional work done above and beyond the regular faculty position (or existing faculty contract for Non-Tenure Track faculty), and that falls within the standard academic domains of teaching, research, or service. Examples of additional employment include Intersession/Maymester teaching, Instructional Overload, Option III, and Academic Activities.

Faculty can perform additional work for their primary department or for an external department or college. If the work is performed for an external department or college, that department or college is responsible for processing any appointments and compensation related to the work the faculty performed.

Note that faculty additional employment is not eligible for salary spread.

Short-term vs. ongoing work

Short-term and sporadic

- Terms: 30 days or less, irregular, variable, and non-ongoing
- Paid with a lump sum after the work is complete
- Example: interdisciplinary committee work
- See processing instructions on the Requesting One-Time Payments W.I.G.

Ongoing

- Terms: More than 30 days, regular, consistent, has an end date
- Example: semester-long Instructional Overload
- See processing instructions on the Requesting Compensation Changes W.I.G.

Process
Additional Employment may be processed in Workday as an Additional Job, an Allowance, or a One-Time Payment, depending on the circumstances of both the faculty member and the additional work. To determine which process to use for faculty additional employment, see the Faculty Additional and Sporadic Employment Decision Tree, using the details below, and follow additional guidance for the appropriate business process(es) in the tabs on this page.

The following information will be needed for using the Faculty Additional and Sporadic Employment Decision Tree:

- The nature of the additional work: instructional (teaching courses listed officially in the course catalog), other teaching, research, or services
- Whether the work is done for the faculty member's current department, or another unit on campus
- The faculty member’s primary job type: full-time or part-time
- Duration of the work: sporadic, short-term, or ongoing

Additional Job - Faculty Associate

In Workday, all employee payments must be attached to a job. To pay a faculty member for work done outside of the unit(s) in which their primary faculty position is held, a Faculty Associate position must first be created to add them to the external supervisory organization. The associated Allowance or One-Time Payment is then processed on that Faculty Associate position.

See additional information at the Additional Employment for Faculty Overview W.P.O.

Process

1) Prior approval is required for additional work is to be performed in a unit other than the faculty member's home department. Either a) process the Additional Employment Form and obtain all necessary approvals, or b) obtain approvals of both the home department supervisor and supervisor of the unit requesting additional work via email before proceeding to the next step. If used, the final-approved form should be uploaded to the associated Workday business process. If the form is not used, record approvals in comments - example: "Additional employment approved by Chair/Director/Dean Name on MM/DD/YYYY."

2) For faculty additional employment activities during the academic year September 1-May 31, follow instructions in the Add Additional Job for Faculty Associate W.I.G. to add a fixed term Faculty Associate (0046) job, using an end date of 8/31/20XX. (For summer activities, between June 1 and August 31, follow guidance in the separate "Summer additional employment" tab on this page.)

3) Use either the Full-Time Faculty or Part-Time Faculty page of the Faculty Additional Employment Decision Tree to determine the most appropriate pay mechanism to use for the situation, either Allowance or One-Time Payment.

4) Process either an Allowance or One-Time Payment as appropriate, referring to additional guidance on this page.

5) Remember to end the Additional Job when work is complete.

Notes on Faculty Associate positions

- Will not display in the UT Directory
- Job requisition, recruiting, and PAR not required
- Should never be the only or primary faculty job
- No academic appointment is associated
- Faculty Associate positions should be ended when that instance of additional employment is complete

Allowance and One Time Payment (OTP) policy

Any payment for a faculty member working over 40 hours per week must be paid as an Allowance or OTP. Both Allowances and OTPs are eligible for TRS contributions. Faculty additional employment is not eligible for salary spread.

**Click on the image below to enlarge.**
Process

1) If the additional work is performed in a unit other than the faculty member’s home department, first follow the instructions in the “Additional Job” tab on this page to add a Faculty Associate position. (Alternative option for short-term or sporadic work only: ask the external faculty member's home unit to process an OTP off their faculty position.)

2) Use either the Full-Time Faculty or Part-Time Faculty page of the Faculty Additional Employment Decision Tree to determine the most appropriate pay mechanism to use for the situation, either Allowance or One-Time Payment.

3) In Workday, initiate either the Allowance or One-Time Payment process, as appropriate.
   - If payee is internal to the unit: Process an Allowance or OTP directly off their faculty position.
   - If payee is external to the unit: No OTP option is available. Use one of the following options:
     - Option 1: Process an Allowance (can use the time period of a single month if needed) on their Faculty Associate position from Step 1 above.
     - Option 2: Ask their home unit to process an OTP off the faculty position using your unit’s cost center.

4) Process either an Allowance or OTP according to the results of the Faculty Additional Employment Decision Tree.

Allowance

Allowances are used for work that extends beyond 30 days AND for which payments will be regular and consistent (monthly). Process in Workday according to the Request Compensation Change W.I.G. Use the compensation plan “Academic Activities (Ongoing)”. The Cost Center Manager should process an ad-hoc costing allocation at the Worker Position Earning level for the allowance.

Note that Workday allows only one active allowance plan of a single type per position at a time.

One-Time Payment (OTP)

OTP is used to pay faculty for additional employment of 30 days or less, or if payment amounts and dates are not consistent (i.e. monthly). Payment is made as a lump sum after work is completed. Process in Workday according to the Request One-Time Payment W.I.G. Use the compensation plan “Academic Activities (One-Time)”. 

Video: What date do I use on a One-Time Payment in Workday?

Dates in the OTP business process in Workday:
- Effective Date: Best practice is to use today's date
- Scheduled Payment Date: This is not the same as the Payroll pay date, but acts more like a service date. If, for instance, a Payroll payment date of August 1 is desired, a Scheduled Payment Date prior to July 31 should be used. (This does not apply to retroactive dates.)
- Be sure that the Scheduled Payment Date is on or after Coverage End Date.
- Coverage Dates (not in all OTP business processes): Date range services were performed

After hitting “Submit”, the OTP business process will route back to the initiator. The initiator should manually "Add Approver" to route the business process to their Cost Center Manager.

Costing when using multiple cost centers: The One-Time Payment business process does not allow entering percentages to distribute costs across multiple cost centers, nor does it allow multiple cost centers to be entered for a single payment. Instead, the payment should be split into multiple payments on the same business process, each with its own cost center and corresponding share of the total amount.
5) Include the following in the Allowance or OTP business process in Workday:

- Confirm in comments that sponsored research is NOT being conducted.
- Confirm that the faculty member is performing tasks beyond the scope of their faculty position.
- Briefly describe the activities being performed.
- Include chair/dean/director approval (who approved + date of approval) either in comments of the BP or via supporting documentation.
- Upload final-approved Faculty Additional Employment form or Instructional Overload form as relevant.

6) If an additional Faculty Associate job was added in step 1, be sure to end it when work is complete.

**Instructional Overload policy**

The required teaching course load for a Tenured/Tenure-Track faculty member in the College of Education is two organized courses per long semester. Teaching courses in excess of that is typically approved only in exceptional circumstances, and requires the prior approval of the department chair and Academic Personnel Services (APS).

Note that Option III classes do not generate teaching load credits, and so do not require prior approval from APS, nor an Instructional Overload Pre-Approval Form. See the "Option III" tab on this page for more information.

**Process - summer**

The definition of "Instructional Overload" during the summer is different from its definition in fall and spring semesters. During the summer, faculty are normally allowed to teach one organized course in any summer teaching form without pre-approvals. If a faculty member is teaching two or more organized courses during the summer, that is considered an Instructional Overload, and requires Chair and/or Dean pre-approval.

Instructional Overload prior-approval forms are not required during the summer, although the department may upload one to the appropriate business process if they choose to do so. If an assignment meets the definition of Instructional Overload and a form is not used, the associated Workday business process should include notes indicating chair approval, for example: "Instructional overload approved by Chair Name on MM/DD/YYYY". See COE: Summer Teaching Assignments for more information.

A summer job should be processed in Workday, with the allowance coded as "Instructional Overload."

**Process - fall and spring semesters**

Instructional overload pre-approval must be requested if a faculty member has been asked to teach a course which would place them above 40 SWHs during the academic year.

1) Complete the Instructional Overload Pre-Approval Form, obtain department chair's signature, and email the signed form to COE-FacultyAffairs@austin.utexas.edu. (Note: Dean's signature is not required on the form, but it should still route through the Dean's Office HR Team.)

2) Dean's Office HR team forwards the form to EVPP for final approval, and if approved, EVPP returns the fully-signed form to the Dean's Office HR team.

3) Dean's Office HR team returns the final-approved form to the department EA. Do not proceed to the next step until the final-approved form is received by the department.

4) If the additional course is not in the faculty member's home unit, add a Faculty Associate Job to the external supervisory organization, with no base pay and zero scheduled hours. If the additional course is in the home unit, proceed to the next step.

5) Use either the Full-Time Faculty or Part-Time Faculty page of the Faculty Additional Employment Decision Tree to determine the most appropriate Workday business process to use - either Allowance or One-Time Payment (OTP).

6) Follow the instructions in the appropriate tab on this page for either Allowance or OTP.

- For Instructional Overloads paid by Allowance, use Plan Assignment "Instructional Overload (ongoing)."

7) Attach the final-approved Instructional Overload Pre-Approval form to the Workday payment business process, and briefly summarize the logic followed to choose either Allowance or OTP in the Faculty Additional Employment Decision Tree.

**Non-Faculty and Instructional Overload**
If a non-faculty (i.e. postdoctoral scholar, staff member, etc.) is asked to teach course which would put them above their normal 40 SWH job, the department must submit an Instructional Overload Pre-Approval form on their behalf. Only once the form has been approved by the department chair, Associate Dean for Faculty Affairs, and the Provost's Office can the department process the overload.

Instructional overload for non-faculty is processed via a 0% Lecturer PAR. Once the PAR has been approved and the appointment has pushed into Workday, the department can proceed to process the overload on the 0% Lecturer position as a New Allowance - Instructional Overload (ongoing). For more information on how to process the allowance, see the Requesting Compensation Changes W.I.G..

Option III policy

COE Policy

The College of Education does not have a policy on Option III courses. Workload and amount are at the discretion of the department chair.

UT Policy

See Option III Guidelines PDF - page 5 on faculty compensation.

Process

Note that Option III classes do not generate teaching load credits, and so do not require prior approval from APS, nor an Instructional Overload Pre-Approval Form.

Use the Faculty Additional Employment Decision Tree to determine the most appropriate method of payment - either One-Time Payment or Allowance, choosing payment component "Option III" in the appropriate business process. Funding should come from the department's Option III Program account.

Department chair approval of Option III payments is required prior to processing - please include comments in the Workday business process indicating approval - for example, "Option III payment approved by Chair Name on MM/DD/YYYY." These comments should be added both to the Faculty Associate Add Job business process, and the allowance business process.

For lump sum payments, process a One-Time Payment. For payment to be made over multiple months, process an Allowance.

Note that Workday allows only one active allowance plan of a single type per position at a time.

Summer additional employment

See COE Faculty Summer Appointments.

Please send suggested additions to this page and notifications about broken links to COE-FacultyAffairs@austin.utexas.edu.