



The University of Akron
Human Resources Information Services
(330) 972-7096/Fax (330) 972-5816

INTEROFFICE CORRESPONDENCE

DATE: August 15, 2011
TO: Vice Presidents, Deans and Department Heads
FROM: Cathy Edwards, Director of Human Resources Information Services
SUBJECT: **Part-time Fall 2011 Personnel Action Form Processing**

The following attachments are being provided to assist units in processing Fall 2011 *Part-time Teaching/Summer Session Personnel Action Forms* (PAF). This memo, along with the attachments, is also available on the web at <http://www.uakron.edu/hr/employee-processes/hire-an-employee/hiring-forms/index.dot>

- Attachment I: *General Information for Processing Fall 2011 Part-time Teaching Personnel Actions* which includes PAF deadlines; term effective dates to be used by HR and Payroll; part-time faculty categories and ranges; and term load limits.
- Attachment II: Procedure for processing “odd date” assignments.
- Attachment III: Notification of Other University Assignments.
- Attachment IV: Sample of merit increase personnel action form.

The following information should clarify general processing questions:

FY12 merit increase: On August 3, the Board of Trustees approved a 3% merit increase for eligible employees.

All part-time faculty meeting the following eligibility criteria should have 3% added to their base rate per load hour:

- Must have met or exceeded 2010-11 performance expectations
- Must not have been the recipient of significant disciplinary action
- Must have been hired on or before November 30, 2010

Departments should include the 3% increase on the faculty members Fall 2011 personnel action form. If the faculty member does not work in the fall, meets the eligibility requirements, and will work in Spring 2012, the increase may be processed on the Spring 2012 personnel action form.

Attachment IV is a sample of how the increase personnel action form should be completed.

Each college will receive a list of only those PT faculty who's Personnel Action Form for Fall has already been processed to HR. You will be asked to update the list for those eligible and return it to HR.

- **First Time Hires:** All newly hired part-time faculty must submit a Part-time Faculty Application Acceptance Agreement (PTFAAA), along with the employees resume and transcripts. (If a University of Akron graduate, HR can verify, transcripts are not required.) For additional information regarding the PTFAAA process, refer to the New Hire Process Manual, Section IV. <http://www.uakron.edu/hr/ptfaaa.dot>

When extending an offer of employment for new hires, please inform the candidate that the offer is contingent, upon the completion of a successful criminal background check. Direct employees to Martha Reynolds (X7089) to begin the background check process. Refer to rule 3359-11-22 for further details.

- **Form Access/Completion (where to get the PAF):** The *Part-time Teaching/Summer Session Personnel Action Form* and instructions for completion are available on the web at <http://www.uakron.edu/hr/employee-processes/hire-an-employee/hiring-forms/index.dot> .
 1. A personnel action form should be processed for each “type” of activity. Example: All “research” activity for an individual should be on one PAF, “teaching” activity on separate PAF, “other” activity on another, “administrative” activity on another, etc.
 2. Pay special attention to the “Tax Location” field. This should be the city in which the teaching is being done.
 3. Incomplete forms will be returned to the initiating unit, which may cause delays in payment.
- **Form Type/Rationale (which PAF to use):**
 - 1) Part-time Faculty Actions must be processed on a *Part-time Teaching/Summer Sessions Personnel Action Form*.
 - 2) Payments to full-time faculty, contract professionals and staff for teaching activity, which is in **addition to their full-time salary**, should also be processed on a *Part-time Teaching/Summer Sessions Personnel Action Form*. Rationale that details how the additional assignment will not interfere with the employee’s regular full-time assignment must be attached or noted in the remarks area of the PAF. Note that department chair or dean approval, from the FT employee’s home department, is also required. In addition, Provost approval is required.
- **Home Department:** For PT faculty, the home department on the PAF should reflect where the teaching is actually being done. This is necessary to properly report academic activity to the Ohio Board of Regents.
- **Load limits:** Colleges are required to coordinate load limits for all employees. (12 load hours per semester, 21/academic year)
- **Odd Date Assignments:** Payment for activity that does not span the normal Fall Semester dates must be processed in accordance with Attachment II.
- **Orientation Packets:** The *Part-time Faculty Orientation Packet* is available on the web at <http://www.uakron.edu/dotAsset/788269.pdf>
 - 1) Distribution of the *Part-time Faculty Orientation Packet*, to all NEW part-time faculty members, is the responsibility of the hiring department.
 - 2) **Important forms included in the orientation packet include:**
 - **A Form I-9:** The U.S. Citizenship and Immigration Services department has made changes to the Form I-9. Departments must submit the Form I-9 to Human Resources with the hiring PAF; it must be completed by the department and employee within 3 days of hire. Failure to have the Form I-9 on file will bring penalties to both the University and the employee.
 - **Form SSA-1945:** All new hires must complete this Statement Concerning Your Employment in a Job Not Covered by Social Security prior to beginning work.
 - **DMA Form:** All new hires must complete the Declaration Regarding Material Assistance/Non Assistance to a Terrorist Organization (DMA) prior to beginning work. Refer to www.homelandsecurity.ohio.gov/dma.asp for details.

- **Questions** regarding Fall 2011 Part-time Faculty PAF processing may be directed to Human Resources as follows:

	HR Personnel	Extension
Forms for Employee's Last Name Beginning With A-L	Judy Casserman	X6315
Forms for Employee's Last Name Beginning with M-Z	Keren Childers	X8399

- **Research/Grants:** PAFs that are funded wholly or partially through a grant account should be forwarded to the Controller's office for approval prior to being sent to HR.
- **Retired/Emeritus Faculty** must be classified based on 3359-20-061 and paid accordingly. Please refer to 3359-11-14 *Reemployment guidelines for superannuates who retire from The University of Akron through a retirement incentive program of The University of Akron* for additional guidance. "Retiree" or "Emeritus" should be noted in the FT EMPLOYEE or RETIREE field of the PAF.

NOTE: Retirees returning as PT Faculty this fall must complete the "new" *STRS Part-time Faculty New Hire Notification Form* which can be found in the PT Faculty orientation packet or at http://www.uakron.edu/busfin/controller/payroll_forms.php

- **Signature/Routing**

Rehire (No Changes in Rank or Exceptions to Policy)	New Hire, Reclassifications, or Promotions	Pay Rate Changes, Grant Supported, Exceptions, and Special Lecturer	FT Faculty/CP or Staff paid in addition to FT Salary
	Employee		Dean/Director of Home Department
Dean/Director of Initiating Unit	Dean/Director of Initiating Unit	Dean/Director of Initiating Unit	Dean/Director of Initiating Unit
Controller's Office (only if grant supported)	Controller's Office (only if grant supported)	Controller's Office (only if grant supported)	Controller's Office (only if grant supported)
Senior Vice President/Provost	Senior Vice President/Provost	Senior Vice President/Provost	Senior Vice President/Provost
Human Resources	Human Resources	Human Resources	Human Resources

cc: Dr. William Sherman, Senior VP & Provost/COO
 Dr. Rex Ramsier, Vice Provost, Academic Operations
 Mrs. Diane Shovestull, Payroll Manager
 Mr. John Kovatch, Associate VP & Controller
 Departmental Secretaries/Administrative Assistants

ATTACHMENT I

**HUMAN RESOURCES INFORMATION SERVICES
General Information for Processing Fall 2011 Part-time Personnel Actions**

Fully Approved PAFs Due Dates		
DUE TO PROVOST	DUE TO HR	CORRECTIONS DUE TO HR
8/23/11 Noon	8/31/11	9/9/11 Noon

Note that these deadlines pertain to the first part-time faculty pay to be distributed on 9/30/11. PAFs that are not received in time for this pay will be paid on the next available pay of that type (ex: PAFs missing the above noted deadlines will NOT be paid on 9/30/11).

Fall 2011 Effective Dates (HR/Payroll dates to be used for the TERM CODE specified on the PAF)		
TERM	TERM CODE to be used on the PAF	Dates Used by HRIS
Fall 2011	F2011	8/23/11 – 12/11/11

Part-time Faculty Rates	
PART-TIME LECTURER CATEGORY	MINIMUM RATE PER LOAD HOUR
Assistant Lecturer	\$600
Associate Lecturer	\$700
Senior Lecturer	\$800

Rule O.A.C.3359-20-06.1 eliminates the upper salary limit for each of the part-time faculty ranks to eliminate the need to change the upper limits annually, thus allowing salaries to fluctuate upward within a category within a discipline to address market realities.

Load Limits	
CATEGORY	LOAD LIMITS
Assistant, Associate and Senior Lecturer	12/semester up to 21/academic year

ATTACHMENT II

HUMAN RESOURCES INFORMATION SERVICES Processing "odd date" Assignments

Processing "odd date" assignments. This information is required in order to properly process a pay with PeopleSoft HRS and appropriately report Ohio Bureau of Employment Services weeks.

- "Odd date" assignments include any activity to be paid that does not fall between the specific dates of the Fall, Spring, Summer I, Summer II, Summer III, 8 Week, Summer 10 Week, or Summer 15 Week sessions.
- All "odd date" assignments to be paid over a period of more than one week or one month, should be submitted as follows:
 - a) **The Part-time Faculty/Summer Sessions Personnel Action Form:** the salary should be divided by the number of weeks or months and noted as weekly or monthly in parentheses next to the total amount in the SALARY PER TERM/BASIS field. Example: \$5,000 (5 weeks @ \$1,000/week)
 - b) **The Regular Personnel Action Form:** the salary/stipend field should be quoted as a monthly or weekly figure and the basis checked "Monthly" or "Other weekly". The total amount to be paid should be noted in the remarks. An example of the remarks statement as noted above would be 5 weeks @ \$1,000 per week. This form is used for odd date or lump sum payments that are non-teaching in nature for full-time faculty, contract professionals or staff employees being paid in addition to their full time salary.
- The effective dates of "odd date" assignments must be either an entire month(s) or specifically the beginning of a week (Sunday or Monday) and the end of a week (Saturday) to encompass the full weeks for which the activity occurs.

Payment of "odd date" assignments. All payments will be prorated for the effective period and the portion due in a particular month will be paid the end of that month.

EXAMPLES

EXAMPLE: A faculty member is to be paid \$6,000 for three months of research during the fall. Note that when specific months are given as the term, HR will assume the beginning of the month and the end of the month as effective dates. The faculty member will be paid 1/3 the end of each month noted.

TERM CODE/YEAR: OTH Sept., Oct., Nov.
SALARY PER TERM/BASIS: \$6,000 (3 months @ \$2,000/month)

EXAMPLE: A faculty member is to be paid \$500 for research done 9/7/11 & 9/8/11. Note these dates fall in the calendar week that begins Monday 9/6/11 and ends Saturday 9/11/11. The faculty member will be paid at the end of September 2010. Research account codes that begin with a 5 or 6 need to have the exact dates worked written on the PAF.

TERM CODE/ YEAR: OTH 9/6/11 – 9/7/11
SALARY PER TERM/BASIS: \$500 1XP

EXAMPLE: A faculty member is to be paid \$1,000 for a workshop assignment that runs from 9/6/10 – 10/1/10. Note these dates fall in the calendar weeks beginning Monday 9/6/10 and ending Saturday 10/1/10; this is a four week period. If the PAF is received by the pay deadline, the faculty member will be paid the total amount at the end of October.

TERM CODE/YEAR: OTH 9/12/11 – 10/9/11
SALARY PER TERM/BASIS: \$1,000 (4 weeks @ \$250/week)

ATTACHMENT III
The University of Akron
HUMAN RESOURCES INFORMATION SERVICES
 Notification of Other University Assignments

Name:		Date:
Department(s):		
College(s):		
PT Faculty Category (Special/Assistant/Associate/Senior):		
Courses assigned for current term		Current term load hours
Other University employment – FT appointment (contract professional/staff/noncredit teaching)		Contact hours
Employee's signature:		
Department chair's signature:		

Note to all part-time faculty members: If you are teaching during the current semester, please complete this form and return it to your department chair/program director. The responsibility for disclosure of this information rests with the respective faculty member; any consequences that arise from noncompliance rest with the faculty member. Any faculty members who exceed the load limits will have their pay reduced accordingly.

Note to department chair/program directors: If a part-time faculty is teaching in more than one department or college or has other university employment, please submit the completed form to the 2nd college's dean's office.

NOTE: Current policy for load limits is 12 paid load hours for one semester/21 paid load hours for the combined fall and spring semesters. Contract Professionals and Staff shall teach no more than four load hours or two courses (whichever is less) in a single semester (if receiving pay as a part-time faculty lecturer). Twelve (12) paid load hours is the maximum load for summer.



**ATTACHMENT IV
HUMAN RESOURCES**
Personnel Action Form
Part-time Teaching/Summer Sessions

Empl ID or
SS# if New Hire: **2000**

Date Prepared: **8/22/11**

Preparer's Initials: **JO**

NAME (Last, First, MI)		Smith, Susan								
ADDRESS (New Employees Only)										
FT EMPLOYEE OR RETIREE (if FT, indicate FT title; if returning retiree, indicate "retired" or "emeritus")										
TERM CODE and YEAR (Choose One) Select the term from the drop down box. If the assignment is not term specific, select OTH and type the dates as determined by the processing "odd date" and "one time payment" guidelines (Ex: OTH 07/01/xx-08/11/xx).		Fall 8/22/11 - 12/11/11								
ACTION CODE (Choose One) HIR Hire REH Rehire PRO Rehire & Promotion TER Termination REH/PRC (rehire with an increase in rate per load hour) DTA Change (indicate "from" and "to" data where applicable)		REH/PRC								
DEPARTMENT OF TEACHING OR ACTIVITY		History								
TAX LOCATION (city and state where teaching, if other than Akron)										
RANK, PT LECTURER LEVEL, OR TITLE		Assistant Lecturer								
ACCOUNT CODE (if other than 100%, list distribution percentages)		2-99999 100%								
RATE PER LOAD HOUR		From 650.33 To: 669.84								
TOTAL PAID LOAD		3								
SALARY FOR TERM/BASIS		2009.52								
EMPLOYMENT DATA (if new employee or change in campus address)		Building	Room	Phone	Zip + 4					
		ASB	222	X9878	4583					
ACTIVITY										
<u>TRANS</u>	<u>TYPE</u>	<u>DEPT</u>	<u>CRS</u>	<u>SCT</u>	<u>COURSE/DESC/GRANT TITLE</u>	<u>ENROLL</u>	<u>ACTUAL LOAD</u>	<u>PAID LOAD</u>	<u>COURSE TYPE</u>	<u>TECHNOLOGY USED</u>
A	T	3000	333	003	Intro to History	33	3.00	3.00	LEC	
Assistant, Associate, Senior and Special Lecturers agree to comply with the policies, rules and regulations of the University, as adopted and from time to time amended pertaining to part-time faculty appointments, including but not limited to, the administrative and academic requirements of the Sr. VP and Provost. Such rules and regulations are set forth in the University's Board of Trustees rules which are incorporated by reference as if fully rewritten herein. Rule numbers include but are not limited to 3359-11 et seq. and 3359-20 et seq.										
COMMENTS:										
APPROVAL SIGNATURE(S)/DATE										
(1) Supervisor (if FT CP or Staff to acknowledge no conflict with reg FT duties)			(date)			(4) Dean (initiating unit) → Dean (home college if different from initiating unit)			(date)	
(2) Employee (new hire only)			(date)			(5) Controller's Office (if grant supported)			(date)	
(3) Dept Chair/Dir (if required by dean)			(date)			(6) Sr. VP and Provost			(date)	
FULLY APPROVED PERSONNEL ACTION FORMS SHOULD BE FORWARDED TO HUMAN RESOURCES FOR PROCESSING										
HR Use Only										

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