Faculty Appointment ePAF Tips

(Updated 11/2016)

* **Additional pay** is to be used to pay current employees for temporary duties or for summer money. The 3 codes are:
	+ - (SUM) summer appointment for 9 month faculty

(SUP) supplemental pay for duties unrelated to the regular appointment.

The work can be within or outside the regular department, as long as the duties are unrelated to the regular appointed duties.

* (OLB) overload base pay for duties related to the regular job but over and

above regular assignments, i.e. additional duties to cover during another employee’s sick leave or additional work on a special one-time project. Defined contributions benefits are paid on OLB payments.

OLB and SUP payments are combined to assess compliance with the 25% remuneration limit, as specified in Section 5.7.2 of the Faculty Handbook.

\* Effective date on additional pay ePAFs should be the first day of the pay-period that the money is to be paid. If an employee starts work in March, but the funds are not paid until April, the effective date should be 4/1, but the work date may be in March. If they started the work in April, then the work date and effective date would be the same.

* **Academic Appointment on Supplemental Pay** -

For full-time employees receiving supplemental pay, employees should:

* 1. complete a [Permission for Extra Compensation for Faculty Form](http://www.ou.edu/content/dam/provost/documents/Faculty.docx) or a [Permission for Extra Compensation form for Staff Form](http://www.ou.edu/content/dam/provost/documents/Staff.docx). This form should be approved by their home department chair/director and dean and submitted to suppay@ou.edu for Provost review and approval. Please include the name of the employee in the subject line of the email. Permission forms are not required if the employee’s FTE is less than 0.75.
	2. Approved Permissions forms will be returned to the submitting department and can be provided to the paying department.
	3. Once the paying department has received the approved Permission form, they can submit the ePAF to pay the employee for the additional work.

**Note: When the employee’s home department and the paying department are the same or within the same college, a Permission for Extra Compensation form is not required, as the approvals within the ePAF system would essentially duplicate that of the Permission form.**

If an employee is teaching in a department outside their normal appointment, an adjunct title may be added on the supplemental or summer additional pay ePAF.

* **Adjuncts may be paid on regular payroll appointments or supplemental pay**.

Appointments to the regular payroll system are recommended to more accurately reflect the unit’s faculty headcount in official university reports. A supplemental pay process may be used, if an adjunct’s pay is sporadic or not on a normal 4.5 contract. Complete a hire ePAF on-line using a specific department pool position number. (Adjunct job code 1721 should be used in most cases). Set up with zero pay, 12 months, and .10 FTE. Title information for the Academic Appointment section should indicate the appropriate faculty rank, i.e. Adjunct Lecturer. Continue to the comments section of the ePAF and enter “Paid on supplemental for teaching (include course information)”.

If the person is already paid 1.0 FTE on payroll and you need to add an instructor title to their record, this can be done on the SUP ePAF or by creating a hard copy PAF. These will be used by the Provost’s Office to update Class Schedule Instructor Data and notify faculty of their appointment. Send a CV or Personal Data Form (PDF) to the Provost Office’s with the PAF. The new employee paperwork will be required in payroll.

* **Affiliate Appointments**: The Affiliate title is used to appoint faculty who do not hold a paid position at OU and may be serving on committees or assigned as instructor or researcher without pay. Use the paper PAF for submission. A position number is not required on the PAF. Departments will appoint a person to the job code 8888 Affiliate, indicate the academic rank on the PAF, and enter zero in the salary portion of the PAF. The PAF is forwarded to the Provost’s Office with the Dean’s signature. Also, have the faculty provide a PDF. These appointments are forwarded to Payroll to be set-up in PeopleSoft which generates an e-mail address and Sooner ID number for the appointee. PAF comments should explain the reason for the appointment (e.g., serving on dissertation committee).
* **Budgeted Account codes** - Budgeted positions have the following account codes: 600005, 620005, 630005, 650005, and 700005. Some summer pools 601105 and 631105 and Graduate Assistant pools 602505 and 632505 may also be budgeted. Temporary employee positions have account codes that are formatted xx7x05. Temporary positions should be set up in the system as pools. The pool positions may have designated budgeted funds but employee names are not listed in the budget.

Example: 637005 faculty, research, temporary 607005 faculty, teaching, temporary 657005 temporary monthly staff 707005 temporary hourly staff

* **Effective date of an ePAF** is the first day of the new status; common termination dates are 7/1/xx, 8/16/xx, 5/16/xx. This reflects the first day in the new or terminated status.
* **GTA’s and GRA’s** will be appointed as 12 month appointment on the payroll system. Preferred dates are August 1 through May 31 for 10-month GTA appointments and June 1 through July 31 for summer teaching appointments. August 16 through May 15 for 9-month GTA appointment dates are acceptable; however, using the 10 month period is easier to use in the payroll system by avoiding the half months. GTA’s and GRA’s will require an ePAF to stop payments at the end of their appointments.
* **New or rehired employees** are required by federal law to complete the I-9 on or before the first working day and provide specific documentation of identity within the first 3 working days. If the new employee is out of town, the Loyalty Oath and copies of I-9 identification may be notarized and mailed to the department or Payroll Office.
* **Non-budgeted, temporary faculty employees** require an ePAF to **extend** their 4.5 or 9 month contract. An ePAF is not necessary to **stop** payment at the end of the 4.5 or 9 month contract for academic appointment. However, an ePAF is required to **terminate** all employees from the University payroll system. So when they no longer will be extended, a termination ePAF should be prepared.
* **Postdocs/Scholars** are ineligible for retirement benefits; Visiting titles have an option to join OTRS; and Adjuncts are ineligible for all benefits. If an employee is currently in OTRS they may not opt-out by a change of their title.
* **Renewable Term** appointments are on Budgeted position numbers. These faculty appointments go through Equal Opportunity Office faculty hiring procedures and may have rank professor titles (i.e. Asst. Prof., Assoc. Prof., and Professor). Non- ranked (Instructor and Lecturers) renewable term appointments are also budgeted; however, these appointments are not required to have national searches. All renewable term appointments receive central offer letters and are approved by the Regents.
* **Summer Appointments**: The 9-month faculty summer teaching and research appointment period falls between May 16 and Aug 15. All summer faculty teaching appointments should use the account code 601105; GTA appointments should use the account code 602505.
* **Twelve months to nine months (or vice versa)** - When a faculty is transferring from a 12-month administrative job to a 9-month faculty position and the effective date is July 1, the remarks should read "off payroll from July 1 through August 15”. This does not exclude them from receiving summer additional pay. Faculty accrued time will be lost if not taken before the effective date when they are moving from 12 to 9 month appointment. Remarks should clearly state that employee is “moving from a 12 month to 9 month appointment” (or vice versa). Also select the appropriate contract months, 12 or 9, on the form to reflect the correct salary calculation.