

2007 Summer Session Procedures

All,

You may begin entering summer session appointments in Oracle HR at any time for summer 2007. The following are a few important points that I would like to share with you regarding processing summer session assignments.

The last page of this document contains information on how the monthly FTE and salary are being calculated for summer session 2007.

- In order for Payroll to process summer session assignments correctly, you must process the assignments by the following dates:

May appointments - **May 8**

June appointments - **June 8**

July appointments - **July 10**

August appointments - **August 10**

The deadlines are in place so that approvals can be finalized two working days later, which is when Payroll will run the batch copy program to copy appropriate employee deduction/reduction elements from the nine-month assignment to the summer session assignment. Assignments/appointments created or modified after the above dates will need to be dealt with on an individual basis. Please contact the appropriate Payroll personnel:

Faculty A-K - Carol Breuer 1-4968

Faculty L-Z - Pat Key 1-0452

Grads - Betty Doerr 1-0538

- When end-dating an account from last year, **end date old funding on 30-APR-2007** and **start new funding on 01-MAY-2007** to ensure that the correct funding is in place for the entire month of May, otherwise the old account will be used in distributing this year's summer session monies.

This also means that if an employee's summer session appointment begins on 12-JUL-2007, funding must start on 01-JUL-2007 to prevent part of the employee's July pay from being charged to the default account. If an employee is appointed for any part of a summer month, **the entire month must be fully funded or portions of their salary will be sent to default**. If you have any questions about a specific situation in your area, please don't hesitate to contact Carolee Davis at x0946 or Chris Domanik at x0948.

- For employees whose only assignment in Oracle is a summer session assignment from last year in 'End Summer Session' status, you may reactivate this summer session assignment in Oracle HRMS by zooming on the 'End Summer Session' assignment.

When completing a reactivation on an employee who has only one assignment and that assignment is summer session, include the annual salary equivalent in the Creator Comments area so that Records will be able to update this data in the system. These employees will not have a completed salary maxima table in the approvals, as there is no 9-month salary to base this table on in the system.

- You do not need to print any certification forms for Faculty, Admin Pro or Graduate Assistant summer session assignments. However, if the department feels that they need a contract available for a Graduate Assistant to sign, a blank document can be found on the Graduate School website at <http://www.colostate.edu/Depts/Grad/GAContractTerms/GAAC%20Sample.pdf>
- Please include comments when submitting summer session appointments that are being paid from 13 funds. The comments should state whether the employee is performing teaching, research or administrative duties during the summer session, and if teaching, what courses they are teaching.
- Additional summer session information is currently available on the HRS website in section 6 of the Oracle HR Manual located at <http://www.hrs.colostate.edu/datasys/oracle/manual6.pdf>.

FTE Calculation for Summer Session 2007

Number of Actual Work Days for Summer Session 2007:

May 12 Days
 June 21 Days
 July 22 Days
 August 11 Days

Number of “Paid” Work Days for any Summer Session:

12 weeks * 5 Days/Week = 60 “Paid” Days

FTE Calculation for Summer Session Assignments:

Amount earned under Summer Session Salary Basis for the month / Four Week Salary Maxima (9-month monthly salary – see table below)

EXAMPLES:

Full-time Salary Maxima – Computed from Base Salary of \$90, 000

One Week .02778 Base Salary = \$ 2,500.20
 Two Weeks .05556 Base Salary = \$ 5,000.40
 Three Weeks .08333 Base Salary = \$ 7,499.70
 Four Weeks .11111 Base Salary = \$ 9,999.90 (9-month monthly salary)
 Eight Weeks .22222 Base Salary = \$19,999.80
 Twelve Weeks .33333 Base Salary = \$29,999.70 (maximum summer session earnings)
 Thirteen Weeks .33333 Base Salary = \$29,999.70 (maximum summer session earnings)

	Full Summer Session at Maximum Pay for 12 Weeks (May 16 – Aug 5)		Full Summer Session at Maximum Pay for 13 Weeks (May 16 – Aug 15)	
Month	Salary (monthly work days/appt work days)	FTE (salary pd/4 wk salary max)	Salary(monthly work days/appt work days)	FTE (salary pd/4 wk salary max)
May	12/60 of \$29,999.70 = \$ 5,999.94	\$ 5,999.94/\$9,999.90 = 0.600 FTE	12/66 of \$29,999.70 = \$ 5,454.49	\$ 5,454.49/\$9,999.90 = 0.545 FTE
June	21/60 of \$29,999.70 = \$10,499.90	\$10,499.90/\$9,999.90 = 1.050 FTE	21/66 of \$29,999.70 = \$ 9,545.36	\$ 9,545.36/\$9,999.90 = 0.955 FTE
July	22/60 of \$29,999.70 = \$10,999.89	\$10,999.89/\$9,999.90 = 1.100 FTE	22/66 of \$29,999.70 = \$ 9,999.90	\$ 9,999.90/\$9,999.90 = 1.000 FTE
August	5/60 of \$29,999.70 = \$ 2,499.98	\$ 2,499.98/\$9,999.90 = 0.250 FTE	11/66 of \$29,999.70 = \$ 4,999.95	\$ 4,999.95/\$9,999.90 = 0.500 FTE
Totals:	\$29,999.70	3.000 FTE	\$29,999.70	3.000 FTE

	Half Summer Session at Maximum Pay for 12 Weeks (May 16 – Aug 5)		Half Summer Session at Maximum Pay for 13 Weeks (May 16 – Aug 15)	
Month	Salary (monthly work days/appt work days)	FTE (salary pd/4 wk salary max)	Salary(monthly work days/appt work days)	FTE (salary pd/4 wk salary max)
May	12/60 of ½ of \$29,999.70 = \$ 2,999.97	\$ 2,999.97/\$9,999.90 = 0.300 FTE	12/66 of ½ of \$29,999.70 = \$ 2,727.25	\$ 2,538.42/\$9,999.90 = 0.273 FTE
June	21/60 of ½ of \$29,999.70 = \$ 5,249.95	\$ 5,249.95/\$9,999.90 = 0.525 FTE	21/66 of ½ of \$29,999.70 = \$ 4,772.68	\$ 5,076.85/\$9,999.90 = 0.477 FTE
July	22/60 of ½ of \$29,999.70 = \$ 5,499.95	\$ 5,499.95/\$9,999.90 = 0.550 FTE	22/66 of ½ of \$29,999.70 = \$ 4,999.95	\$ 5,076.85/\$9,999.90 = 0.500 FTE
August	5/60 of ½ of \$29,999.70 = \$ 1,249.98	\$ 1,249.98/\$9,999.90 = 0.125 FTE	11/66 of ½ of \$29,999.70 = \$ 2,499.98	\$ 2,307.73/\$9,999.90 = 0.250 FTE
Totals:	\$14,999.85	1.500 FTE	\$14,999.85	1.500 FTE