Compensation for the off-semester is at a rate of 1/38th of the institutional base salary for each such week. Keep in mind that a faculty member cannot earn more than the total number of weeks available (15) during the off semester (summer) with Teaching, Research and Other Sponsored Activities combined. This is a University Policy, (see Policy 2.6011). If a faculty member wants to earn more than 10 weeks of their salary; the full summer appointment request needs to be signed and on file with Human Resources.

**Faculty Contract Dates**

*Use these begin and end dates on forms and EPAFs.*

<table>
<thead>
<tr>
<th>Summer Teaching</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full</td>
<td>05/07/17</td>
<td>08/12/17</td>
</tr>
<tr>
<td>A</td>
<td>05/07/17</td>
<td>06/24/17</td>
</tr>
<tr>
<td>B</td>
<td>06/26/17</td>
<td>08/12/17</td>
</tr>
</tbody>
</table>

**Calculating Summer Teaching Pay**

When you calculate summer pay, make sure you use the employee's **nine month salary**. If you have questions on what that figure is, check with your Dean's office.

The formula used is based on the following: 9 month salary/24, multiplied by the credit hours for the course the faculty member is teaching. The 9 month salary can also be multiplied by .04167 for each credit hour.

If enrollment is low in a given course, departments can negotiate adjustment to salary with mutual agreement with faculty members.

If a 12 month employee is teaching, that person will not get additional compensation. Rather, the department will be reimbursed into their general fund index for the release time of that 12 month employee to teach. A "change employee job index" EPAF will need to be submitted to report compensation under summer teaching code. Please check with your Dean's office as to what the equivalent 9 month salary would be for that individual.
Staff and New Appointments

Please submit the appropriate documents to your respective Dean's Office by April 14, 2017 for verification and authorization as follows:

Non-Faculty (staff) ON PAYROLL:
- Employee Status Change Form (Gold Form) (Primary supervisor signature also required)
- Draft Letter of Tender
- Current Curriculum Vitae
- Form A – Faculty Appointment Recommendation

NEW APPOINTMENTS FOR SUMMER:
- Form A – Faculty Appointment Recommendation
- Position Authorization Form (Blue Form)
- Draft Letter of Tender
- Faculty Application*
- Current Curriculum Vitae
  (Background checks/degree verification will be done for new employees and anyone that has had a break of employment or has not yet completed a check)
*Not required if there is a copy on file with Human Resources

PROCESS FOR FACULTY ON CONTRACT (faculty on payroll for spring semester and will be reappointed for fall semester)

We will no longer process employee status change forms for summer compensation for regular faculty. We have converted to the Electronic Personnel Actions Forms (EPAFS).

You will find detailed EPAF instructions in the “Employee Originators” handbook. In addition we have created a video and handbook to show the process to approve EPAF’s. All of the resources can be found on the “EPAF Resources” web page: http://www.mtu.edu/hr/supervisors-admins/epaf-resources/).
Deans and or chairs and financial managers (for the summer research assignments) will need to utilize the EPAF system to approve the assignments. If anyone desires one-on-one training for approving an EPAF, please have them email epaf@mtu.edu or contact Tim Scullion (tpsculli@mtu.edu) for assistance.

They may want to set up proxies to make the approvals in place of them.

EPAF’s should reach Human Resources by:
- April 28th for Track A Teaching.
- June 16th for Track B Teaching.
(this includes all required approvals)

Summer Session Payroll Account Codes for Teaching
The following payroll account codes (which end in the number 3) should be used when setting employees up for summer teaching.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Est. fringe rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>P033</td>
<td>FT/PT Summer Teaching Faculty</td>
<td>20%</td>
</tr>
<tr>
<td>P023T</td>
<td>Temporary Faculty</td>
<td>9%</td>
</tr>
<tr>
<td>P053</td>
<td>Administrative Faculty</td>
<td>37.5%</td>
</tr>
<tr>
<td>P113</td>
<td>FT Administrative/Professional</td>
<td>37.5%</td>
</tr>
<tr>
<td>P113S</td>
<td>FT Administrative/Professional - Soft funded</td>
<td>37.5%</td>
</tr>
<tr>
<td>P123</td>
<td>PT Administrative/Professional</td>
<td>37.5%</td>
</tr>
<tr>
<td>P543M</td>
<td>Graduate Student - Master</td>
<td>7.5%</td>
</tr>
<tr>
<td>P543D</td>
<td>Graduate Student - PhD</td>
<td>7.5%</td>
</tr>
<tr>
<td>P543H</td>
<td>Graduate Student - Hourly</td>
<td>(no fringe)</td>
</tr>
<tr>
<td>P643</td>
<td>Undergraduate Student</td>
<td>(no fringe)</td>
</tr>
</tbody>
</table>

The maximum the Summer Session budget will cover for a GTA’s tuition is 1 credit hour. Fees will be covered for GTAs with the exception of the Student Activity Fee. Students must pay this fee as well as tuition for anything above 1 credit hour.
EPAF’s should reach Human Resources by:

- **April 28**th for research or other/alternative summer pay that begins at the beginning of summer (this date includes all required approvals.)

### Summer Session Payroll Account Codes for External Funding (Research & Other Sponsored Activities)

- **P012X** Faculty Summer External Funding compensation (est. fringe 20%)
- **P012S** FT Faculty Summer External Funding compensation - Soft funded (est. fringe 20%)
- **P022S** PT Faculty Summer External Funding compensation - Soft funded (est. fringe 20%)

### Other or Alternate Summer Compensation

- **P012Y** Faculty Summer “other” which is typically administrative work, curriculum work, anything that isn’t teaching or clearly external funding. (Est. fringe 20%)

### Summer External Funding (Research & Other Sponsored Activities)

Total research, other sponsored activities and teaching commitments must be verified before payroll can be processed. We realize that some grants and contracts will be approved after this deadline.

### Summer Compensation Forms Deadline on Sponsored Projects

There have been instances in which the requests for summer compensation have not been submitted timely to Human Resources. Please note, all summer compensation requests have a deadline of April 28 and annual announcements will be made in regards to this deadline.

If there is a delay in the funding from an external entity and the sponsored index is not set up before the summer semester ends, contact the Sponsored Programs office or the Office of Innovation & Industry Engagement to discuss options in regards to the outstanding summer compensation on the pending award. Summer compensation requests for 2017 from sponsored projects received after **September 5, 2017** may be denied as an allowable expense on the sponsored project and a departmental unrestricted index may be charged for the time and effort for that individual.
GRADUATE TEACHING ASSISTANTS:

Use the appropriate account code to indicate whether the graduate student is a master's or doctoral student (P543M for master's, and P543D for doctoral) on the Electronic Personnel Action Form (EPAF).

If on a partial teaching assignment, be sure to include whether it is ¼, ½, or ¾. This is the only way assignments should be made for GTA's.

A full stipend equals 20 hours of work per week - preparation time, teaching, grading, and office hours for the class.

The recommended payroll dates for graduate students for summer 2016 teaching are:

- Session A: 4/23/17 - 6/17/17 (8 weeks)
- Session B: 6/18/17 - 8/12/17 (8 weeks)
- Full Session: 4/23/16 - 8/12/17 (16 weeks)

**EPAFs are due in the Graduate School by April 15, 2017 for approval.**

Student forms do not need to be routed through the academic Dean's office.

Please submit an EPAF if changes are necessary to payroll for students. An offer letter must be uploaded in banweb.

**Hourly Students** Include the hourly rate you intend to pay each of your students. The current minimum wage is $8.90.
Revenue Sharing Plan

For Summer Semester 2017, your department will receive 63% of tuition revenue of summer courses taught minus expenses related to teaching those courses. The following clarifications should make it straightforward to calculate the expected return:

1) Research, special topics, and internship courses/credits are excluded from revenue sharing. If you feel a special topics course should be included, please request approval from Kathy Pintar.

2) The enrollment snapshot date for calculating revenue sharing is “the day after the last date a student can drop a class with full refund”.

3) From the 63% portion, the teaching expenses for faculty, faculty fringes, GTAs, GTA fringes, GTA tuition and fees, and hourly employees (all prefunded by the provost’s office - be sure to code as Pxx3x) will be subtracted. The remainder will be transferred to your departmental A account (minus 10% for college deans).

4) Unless otherwise authorized, tuition is calculated based on the course number using the resident undergrad or graduate tuition rate. The course number determines which rate is used.

Allison Hein has prepared a spreadsheet tool to assist departments in calculating course revenues. She can be reached at amhein@mtu.edu or 7-1821.
Summer Session 2017 Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 14, 2017</td>
<td>Forms for staff that are teaching or temporary faculty you are hiring to teach are due in Human Resources</td>
</tr>
<tr>
<td>April 15, 2017</td>
<td>Student EPAF forms due in Graduate School for approval</td>
</tr>
<tr>
<td>April 26, 2017</td>
<td>EPAFs due in HR</td>
</tr>
<tr>
<td>May 08, 2017</td>
<td>Full Summer Session and Session A begins</td>
</tr>
<tr>
<td>June 22, 2017</td>
<td>Session A ends</td>
</tr>
<tr>
<td>June 23, 2017</td>
<td>Session A final exam period</td>
</tr>
<tr>
<td>June 26, 2017</td>
<td>Session B begins</td>
</tr>
<tr>
<td>August 10, 2016</td>
<td>Full Session and Session B ends</td>
</tr>
<tr>
<td>August 11, 2016</td>
<td>Full Session, Session B exam period</td>
</tr>
</tbody>
</table>

**It is up to the department to determine if and when to cancel a summer class.**

**Accurate coding is important. If summer courses are not coded properly, reimbursement to the department will not transfer in full.**

Current Academic Calendar:  
http://www.mtu.edu/registrar/students/calendars/academic/

Employment/Status Change Forms can be found here, under Academic HR Forms:  
http://www.mtu.edu/hr/forms/

EPAF Resources: http://www.mtu.edu/hr/supervisors-admins/epaf-resources/

Full Summer Appointment Request Form Can Be Found Here Under Faculty Hiring and Changes:  
http://www.mtu.edu/hr/current/faculty/
FACULTY SUMMER

TEACHING & EXTERNAL FUNDING INSTRUCTIONS, (Research & Other Sponsored Activities)

Summer 2017

7/7