



A Comprehensive Guide to 9-Month Faculty Summer Appointments

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The Basics

Applicable Policies

Must use Institutional Base Salary (IBS) and an FTE equivalent to the IBS at the amount paid.

Cost Shared effort on sponsored programs must be treated as if direct charged (at IBS).

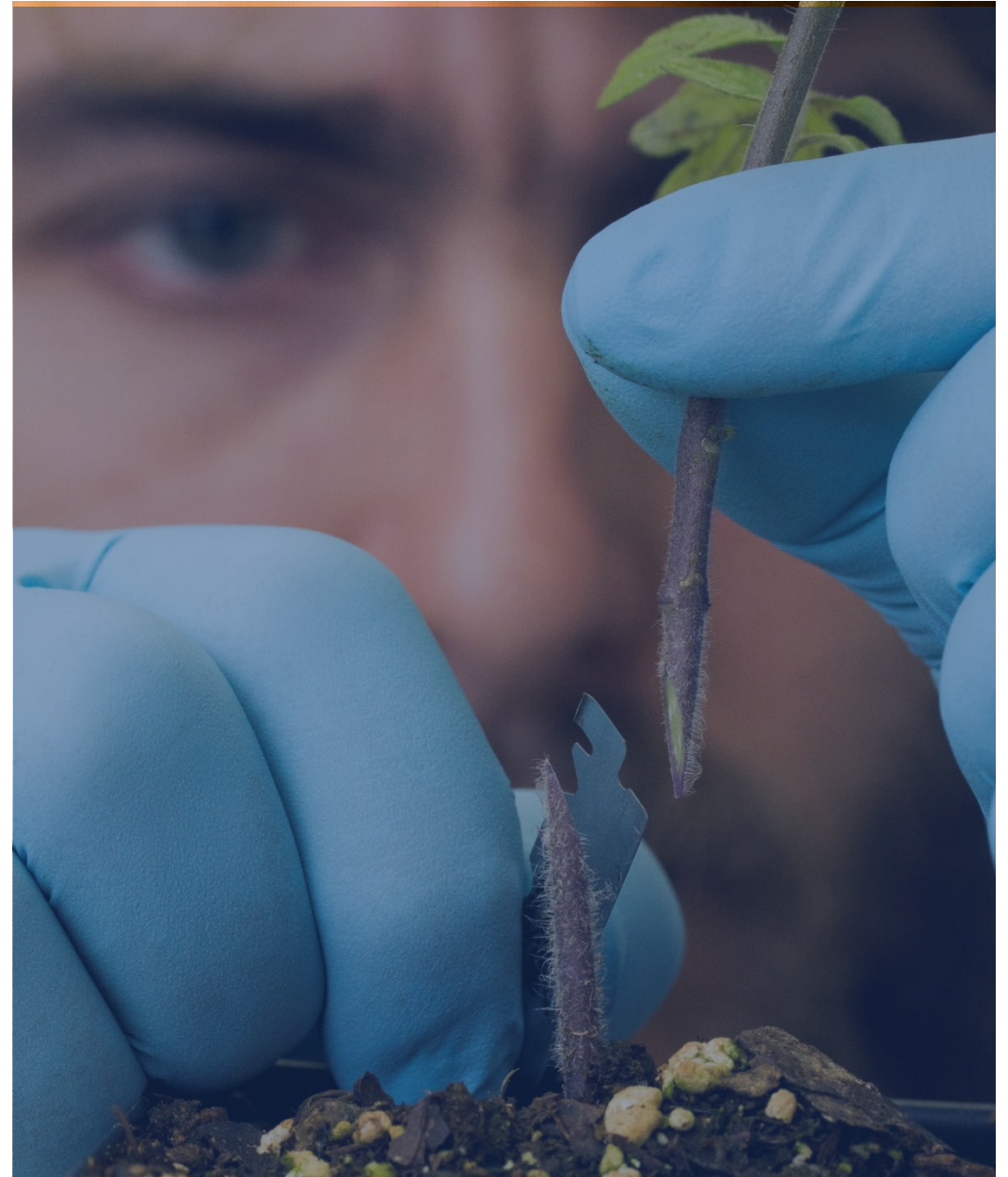
Payroll distributions on sponsored programs must align with actual effort worked for the same period.

Faculty performing the same or substantially similar work to the work performed during their 9-month appointment must have an FASU appointment NOT OPS appointment.

When greater than 90% of an FASU appointment is distributed to Sponsored Programs, C&G approval is required.

Faculty with graduate student supervision (courses 6971, 7979, 7980, etc.) during the summer must have a paid appointment.

Why the UF Guidance for Backing Into FTE and Rate Doesn't Work for Sponsored Programs



Calculating Using the UF Guidance

STEP 1

Payout Amount	x 19.5=Annual Rate		10,000	=	29,104.48
Number of Pay Periods			6.7		

STEP 2

FASU Annual Rate	=FTE		29,104	=	0.23107
FA09 Annual Rate			125,957		

RESULT	FTE	prorated at IBS	using UF Guidance	
	0.23	28,970.18	29,104.00	*higher than the Institutional Base Salary
	0.24	30,229.75	29,104.00	



Other Considerations & Best Practices

Summer salary should be based on work performed, NOT on funding available.

The 12-month payment option is separate from an FASU appointment.

Summer salary planning is much easier if you are managing sponsored program distributions on an annual basis and/or by sponsor commitment.

9-month Faculty don't accrue vacation - if they are not working, they should not be paid.

Do not commit funds that have not been received on campus. If you do, get a temp project or temp release instead of waiting on the funding.

Inquire about your faculty member's summer travel plans. If traveling internationally to countries of concern, they should not be distributed to sponsored programs.



Relevant Dates

ALWAYS CHECK YOUR ACADEMIC APPOINTMENT CALENDAR DATES!

- The first day of the Summer semester during leap years is 5/15. For all other years it is 5/16.
- Pay periods each semester will vary based on the number of working days in each date range.
- **Complete Summer Job File by internal IFAS deadline: May 7th**

Semester	Start	End	Pay Periods
Summer A	05/15/24	06/30/24	3.3
Summer B	07/01/24	08/15/24	3.4
Summer C	05/15/24	08/15/24	6.7

Short Work Break	April 18th	
Summer Job File	April 19th	May 10th



Getting Started

Gather Information Prior to Meeting

Review Current Sponsored Program Commitments

UFIRST Award Commitments
Proposal Commitment Report

Departmental Commitments

Programmatic Needs
FAR, Teaching Schedule
Employee Effort Report(s) by Term

Available Funding Sources

T/R/E Splits

IFA Teams Channel

FSSP Accrual

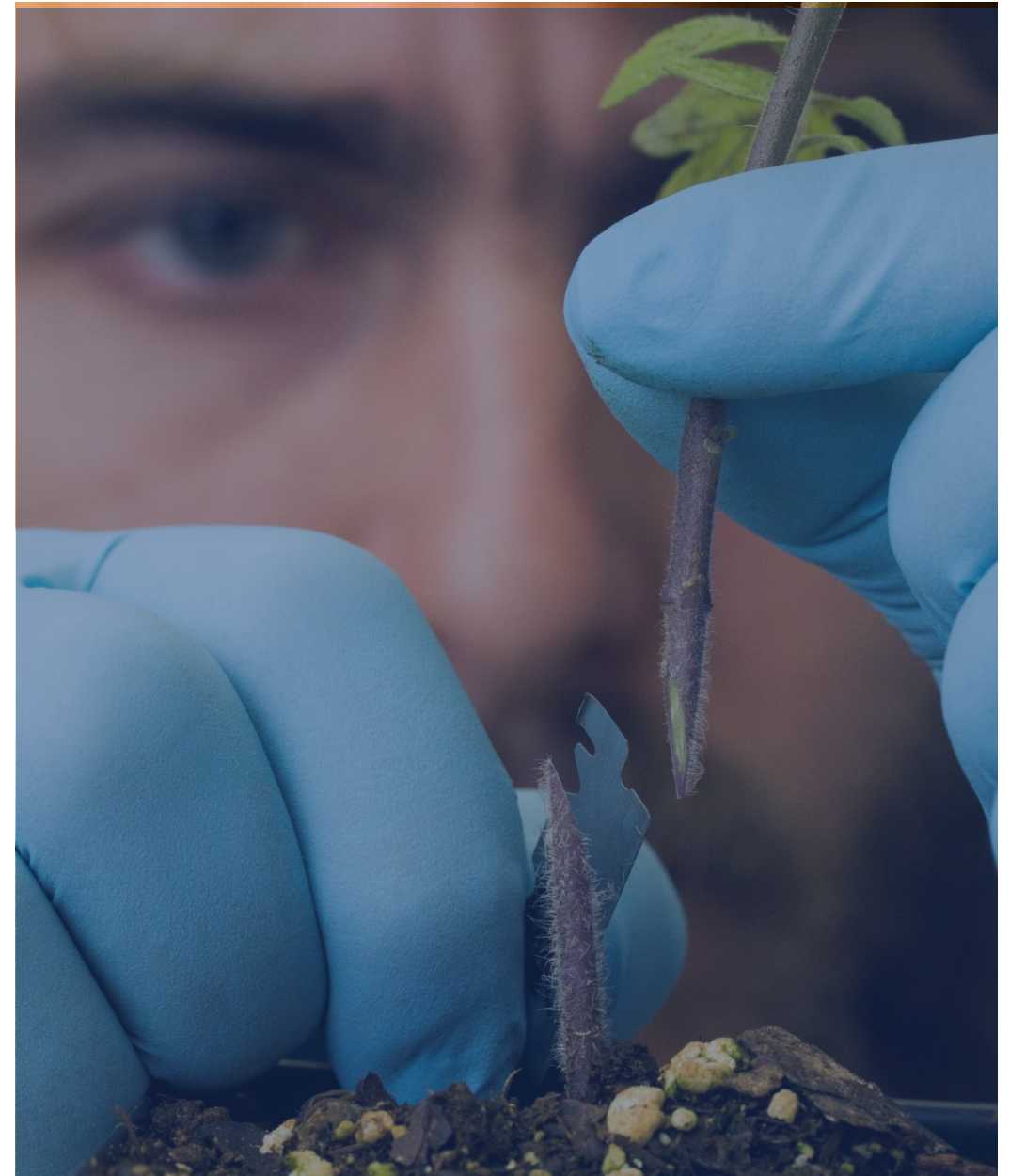
Comprehensive Payroll Reconciliation
Comprehensive Projected Payroll

Job and Salary Information

Employees Assigned to a Department
Job Data

Meet with Faculty

- What level of effort/FTE do they plan to work?
- Will they be working Summer A, Summer B or Summer C?
- What projects are they working on?
- Are any new projects expected?
- Do they have graduate student supervision they are responsible for?
- Do they plan to use FSSP and/or less restricted funding?
- Teaching or other departmental commitments?
- Will they be working outside the state of Florida for more than 30 days?
- Are they traveling internationally?
- Are they taking any time off?



Formulate the Plan

- ✓ Does the assignment align with the FAR and the expectation of the unit leader?
- ✓ Start with effort commitments on Sponsored Programs.
- ✓ Is there sufficient funding to charge the expected effort and cover all other project obligations?
- ✓ Do any projects end mid-summer?
- ✓ If new awards are expected, confirm funding if award doesn't arrive or start dates change and/or ensure setup of temp accounts when possible.
- ✓ Confirm any departmental funding.





Formulate the Plan

**USE the Summer Planning
Workbook and CALCULATORS!**

Scenario 1

Scenario 2

Scenario 3



Next Steps



Summer Appointments and Letters



Remote Work Location Agreements & COI Forms

- Faculty who will be paid over the summer, and would like to work remotely, must complete a Remote Work Location (RWL) agreement form
- Faculty who wish to participate in outside employment or other activities, must submit a form for signatures: [Conflicts of Interest Program » University of Florida » University of Florida \(ufl.edu\)](#)
- Questions should be sent to ifas-hr@ifas.ufl.edu



Payroll Distributions

DON'T WAIT! - Complete before 5/23/24

Waiting to distribute creates A LOT of extra work.

Check ALL summer job records to ensure the Summer Job file picked up the correct record.

If this is a NEW summer job record you will need to create a NEW Budget Table for the summer job record.

Both the FA09 and the FASU budget tables must be activated in the FY25 rollover.

Be sure to update the distribution percentages (if necessary) once the FY25 FASU Budget table is activated.

FSSP Funds should be distributed to the Program Code they were created in. Ex. 209/3100=103/31VP

When using previous fiscal year FSSP accrual, distribute Summer A and Summer B to CYFWD*

When using Current fiscal year FSSP accrual, distribute Summer A to CRRNT and Summer B to CYFWD*

Cumulative sponsored project distributions greater than 90% require C&G approval.

Germ Plasm and FSP funds CANNOT be used for faculty salaries.

Summary of Important Dates

<u>Activity</u>	<u>Deadline Date</u>
Finalize plans w/Faculty	May 3
Summer Job File	April 19 - May 7
Summer Assignments Loaded	May 14
Payroll Distributions	May 23



THANK YOU

