SUMMER COMPENSATION REFRESHER

Division of Human Resources
4.10.2025



AGENDA

- Summer Comp Basics
- Reminder: No Session Codes
- FTE Faculty Process
- TFAC (adjuncts) Process
- Resources



SUMMER COMP BASICS: WHAT IS SUMMER COMP?

- Summer compensation is a mechanism to compensate 9, 10.5, and 11-month FTE faculty for work performed over the summer months <u>during</u> their out of basis time. The 9-month basis runs 8/16/xxxx-5/15/xxxx.
- 12-month faculty are not eligible for summer comp.
- Summer comp is not dual employment or an FOV, both of which are only applicable during the in-basis time.
- Two types of summer comp:
 - Summer instruction teaching courses over the summer.
 - ECOM/Research extra compensation is often associated with an administrative appointment (i.e. Department Chair) or research performed on a grant or sponsored award.



WHO IS ELIGIBLE FOR SUMMER COMPENSATION?

ELIGIBLE:

- FTE Faculty
 - Only those FTE Faculty on a 9, 10.5, or 11 month pay basis.
- TFAC who taught in the immediately preceding spring semester.

INELIGIBLE:

- Staff (FTE, RGP/TL), RGP/TL Faculty, and Student Employees.
- FTE Facutly on a 12 month pay basis.
- TFAC who did not teach in the immediately preceding spring semester.



SUMMER COMP BASICS: DATES

- Summer comp begins 05/16/2025 and ends 08/15/2025.
- Summer instruction (teaching) can begin before 5/16/2025 in alignment with summer session begin dates.
- ECOM/Research cannot begin before 5/16/2025.
- Under no circumstances will summer compensation extend past 8/15/2025.



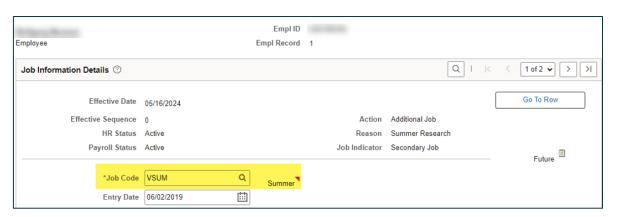
SUMMER COMP BASICS: PAY INFO

- Payment for summer comp is based off the faculty members salary as of 5/15/2025.
 - If a general increase (GI) is approved, it will not impact earnings for summer compensation 2025.
- Summer comp defaults to the same pay schedule as the faculty's FTE position of current or lag. <u>Pay schedules</u> are published on the Payroll Toolbox.
- FTE Faculty cannot be paid for summer compensation until the 5/31/2025 payroll (if paid current, 6/15/2025 if paid on a lag).
- All TFACs are paid on a lag.



SUMMER COMP BASICS: JOB DATA

- All summer hires have a Job Code of VSUM which is crucial for reporting.
- Pay group show a designation for the summer assignment.
 - All TFAC are on a lag
 - FTE pay group will follow their primary position.

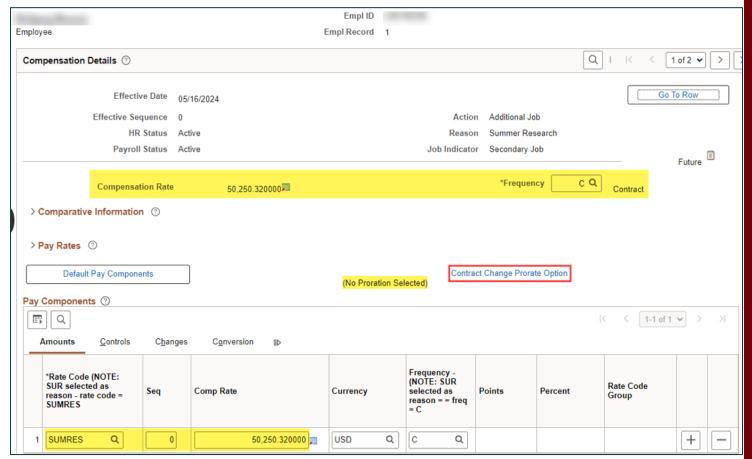


Employee	Empl ID Empl Record	1	
Payroll Information ①			Q
Effective Date	05/16/2024		
Effective Sequence	0	Action	Additional Job
HR Status	Active	Reason	Summer Research
Payroll Status	Active	Job Indicator	Secondary Job
*Payroll System Absence System	Payroll for North America Other		
Payroll for North America ②			
*Pay Group	SRC Q SUMMER RESEARCH CURI	RENT	



SUMMER COMP BASICS: CONTRACT PAY

- The Compensation tab in Job Data looks very different for a summer hire because we are using Contract Pay.
- This means the Frequency is set to Contract (not the normal 'semimonthly' value). The Compensation Rate in both fields shows the full payout amount, not a semimonthly or annualized amount as you would see for other salaried temporary assignments.





SUMMER COMP BASICS: COMPENSATION LIMITS

- In summer 2025, there are **66 workdays** for 9-month faculty, so total compensation for 2025 summer employment may not exceed 33.85% of the faculty member's preceding academic year salary.
 - For 10.5-month faculty the limit is 14.66% (up to 33 workdays, depending on dates).
 - For 11-month faculty the limit is 9.36% (up to 22 workdays, depending on dates).
 - 12-month faculty are not eligible for summer comp.
- Exceptions to the 33.85% limit for <u>summer instruction</u> require prior approval by the Office of the Provost or the Chancellor. *Exceptions are up to 40% of the faculty member's preceding academic year salary.*
 - If an exception is being requested for FTE faculty on the Columbia campus, the Summer Hire eForm will automatically workflow to Provost for approval.
 - If an exception is being requested for summer instruction for FTE faculty on the comprehensive universities or Palmetto College campuses, the initiator must attach approval documentation from their Campus Provost to the Summer hire eForm.
- There are no exceptions to the 33.85% limit for ECOM/Research.



SUMMER COMP BASICS: OFFER LETTERS

- All summer hires require an offer letter. Three templates are available (1 for FTE faculty and 2 for temporary faculty-TFAC).
- Each line item on the offer letter (i.e. each separate class and ECOM/research assignment) must be associated with a separate summer hire eForm in HCM or separate line on the PBP2s form.
- The salary amount and dates of appointment on the Summer Hire eForm or PBP2s must match what is listed in the attached offer letter.

You have been offered the opportunity to teach or perform extra compensation/research during the summer. This letter is to confirm your summer instruction and/or summer ECOM/Research compensation for 2025.

Below are the courses/summer research for summer 2025:

Dates	Compensation
	Dates



SUMMER COMP BASICS: ACTION DEADLINES

- Summer compensation follows the same HR deadlines as all other actions. Summer 2025 deadlines are shown to the right.
- LATE ACTIONS negatively impact employees (details on next slide).
- Any summer comp action initiated on or after the requested effective date is considered late and requires late justification.

2025 Pay Period Ending	Deadline (Submit to HR by Noon on)
May 31	Tuesday, May 6
June 15	Wednesday, May 21
June 30	Thursday, June 5
July 15	Friday, June 20
July 31	Tuesday, July 8
August 15	Monday, July 21



SUMMER COMP BASICS: IMPACT OF LATE ACTIONS

- Late actions result in employees paying more in taxes. Taxes are calculated on the taxable earnings due on the current pay period and not based on the taxable wages for each individual check that was missed.
- Example: An employee being paid \$500 per pay period from 5/16/2025-7/15/2025 for summer instruction.
 - An on-time hire approved on 5/3/2025 would result in the employee being taxed based on the \$500 minus any retirement.
 - A late hire approved on 7/2/2025 would result in the employee missing three paychecks, and taxes would be calculated based on \$1,500 minus any retirement.



SUMMER COMP BASICS: IMPACT OF LATE ACTIONS (CONTINUED)

- Negative impacts of late actions also extend to the Summer Job Change and Status Change eForms.
 - Late submission of Job Change and Status Change eForms frequently results in an overpayments related to terminations and late salary changes.
- Faculty have specifically mentioned to Payroll that a negative impact is their inability to budget their summer pay when paperwork is turned in late.



REMOVAL OF SESSION CODES

- In summer 2024 we removed session code from both the Summer Hire eForm and PBP2s paper form.
 - Goal to reduce percentage of recycle/email returns due to mismatch of data with offer letter.
 - Standardize to align more closely with all other hiring processes which do not require a session be provided.
- This was successful in 2024, so we are continuing for 2025.
- Note that the PBP2s form has an open text field titled 'session' which you can label in a way that aligns with the funding section.





Summer Instruction									
Session	Dates		# of Weeks	Course Number	Credit Hrs.	Std. Hrs	Base Salary	Payout	
Summer 1	05/11/2024	6/22/2024	6.00		3	10	\$ 10,000	\$ 10,000	
Summer 2	6/15/2024	7/12/2024	3.86		4	13.32	\$ 12,000	\$ 12,000	
						0			
						0			
Total Summer Instruction:						\$ 22,000			



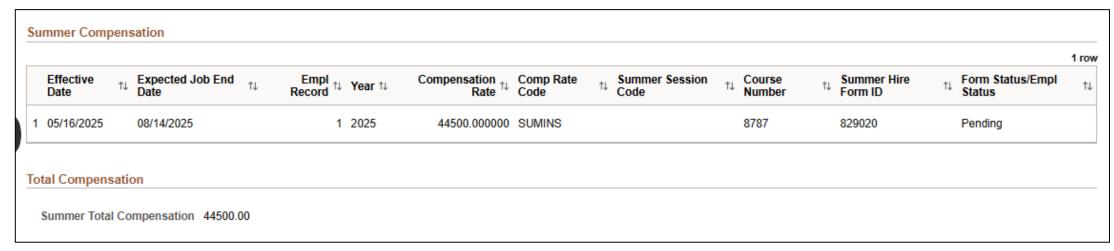
FTE FACULTY PROCESS: OVERVIEW

- FTE faculty summer compensation assignments are submitted via the Summer Hire eForm in HCM.
- Changes to active summer compensation assignments are made via the Summer Job Change eForm in HCM.
- The Summer Hire and Summer Job Change eForms will be unlocked in HCM 4/14/2025.
- Summer comp assignments which need to end prior to the enddate on file are initiated via the regular Status Change eForm (there is not a different form for summer separations).



FTE FACULTY PROCESS: EFORMS

- All summer comp actions for FTE Faculty are initiated and submitted directly in HCM via eForms.
- Summer Hire eForm tracks the 33.85% cap across multiple forms and presents information for other appointments.





FTE FACULTY PROCESS: EFORMS

- Anyone with the EPAF Initiator role is able to initiate Summer Hire eForms for ANY FTE faculty member across the university system.
 - If hiring faculty from another area, be sure to partner with their home department so your \$ can be considered as part of the 33.85% limitation.



TFAC (ADJUNCT) PROCESS: OVERVIEW

- TFACs who taught in Spring 2025 are eligible to be hired via the PBP2s paper form.
- TFAC who did not teach in Spring 2025 are NOT eligible to be hired via the PBP2s form and must be submitted as normal via temporary hire through PeopleAdmin.
- TFAC are only eligible for summer instruction, they cannot be hired for ECOM/research.



TFAC (ADJUNCT) PROCESS: THE PBP2S FORM

- This form is used for HIRE and CHANGE actions.
- New this year Separation actions (before the expected end date) are handled in HCM directly via the Status Change eForm as normal.
- You must first select the applicable Action (by clicking the radial button at the top of the page) in order for the form to populate the specific fields required for that action type.
- Ensure accounting information is completed AND type the combination code (combo code) in the Comments section.
- Example shown is for a hire action.



Hiring Document for Summer Instruction

(For Temporary Faculty Only)

Change Change

To Be Completed by Department									
Empl ID: U12345678	D: U12345678 Name: (Last, First, M			oddle) Potter, Harry					Basis: TFAC
Pay Group:	y Group: SIL Job Code: UG70 - Summer Instruction (TFAC Only) Tax Location Code: SC 🔻						~		
Dept. Name: CAS Mathetmatics				Dept. No.: 130600			Campus: USC Columbia		
Supervisor Name: ALb	Lbus Dumbledor				Supv. Position #:	0000123	4	Supv. Empl ID:	U22334455
					Location Code: Leconte College, Columbia				060 -
				Summer Ir	struction				
Session	n Dates # of Wee		# of Weeks	Course Number	Credit Hrs.	Std.	. Hrs		Payout
Summer I	5/10/2025	7/4/2025	7.86	MATH101	3	1	.0		\$ 5,000
						(0		
						(0		
						(0		
					Total Summe	er Instru	uction:	\$ 5,000	
				Instructions/	ustification		•		
			-	Accounting Inf	ormation				
Empl ID: U12345678									
Empl Record:									
Operating Unit	CL071								
Department	130600								
Fund	A0001								
Account	51600								
Class	101								
Project									
Proj. Costing Bus Unit									
Cost Share									
Amount	\$ 5,000	_				_			
Signatures			Dates	Signatures			Dates		
Dept./Campus:				HR Ops and Services:					
Dean:					Payroll:				
Chancellor*:									

Reset Form

TFAC (ADJUNCT) PROCESS: SUBMISSION

- PBP2s forms for 'hire' that are submitted without an offer letter will be returned for edits which may delay the employee's compensation.
- Two offer letter templates are provided for temporary employee summer hires: 1) a standard rehire offer, and 2) a retiree rehire offer letter.
- All data on the PBP2s and offer letter must align.
- Completed PBP2s summer hire forms with signed offer letters must be scanned and emailed to <u>saladmin@mailbox.sc.edu</u>.



RESOURCES: JOB AIDS, TEMPLATES, ETC.

 Job aids, important information, offer letter templates, PBP2s form, and other resources are housed on the <u>HR</u> <u>Toolbox</u> (which will be updated to current year information on or after 4/14/2025).

Division of Human Resources Summer Compensation Human Resources Careers at USC Review the **Summer Compensation** section of our website for instructions on how to submit compensation actions for FTE faculty and temporary **New Employee Guide** faculty who worked in the previous spring 2023 semester. Benefits Resources and Guidelines: Compensation Expand all **Training and Professional** (+) When to use Summer eForms in HCM Development When to use PBP-2-S Paper Forms **Employee Relations** (+) Funding Changes for FTE Faculty Summer Compensation **Talent Management (+)** Required Offer Letters International Services (+) **Summer Compensation Calculator Policies and Procedures** (+) Queries **HR Toolbox** (+) Important Information News and Events Contact Information Balancing Childcare and Work **HCM PeopleSoft System Resources** PeopleAdmin **Summer Compensation**

RESOURCES: QUERIES

- There are three queries in HCM to help you monitor summer comp.
- SC_HR_PENDING_SUMMER_FORMS Provides key details on the Summer hire and the Summer Job Change eForms initiated for employees in the VSUM Summer job code that are pending in the workflow.
 - Status Change eForms initiated on summer EMPL records will not appear on this query. You will continue monitor these forms trough View ePAF as normal. College/Division and Campus have access to run which includes the status: SC HR GT WORKFLOW COLLEGE DEPT.
- SC_HR_APPROVED_SUMMER_FORMS Provides key job data and funding information for active summer hires.
- SC_HR_SUMMER_TOTAL_COMP Provides the total current year summer comp on file for your employees as well as their 33.xx% limit and their FTE base salary.

UNIVERSITY OF

South Carolina

• Status change eForms associated with Summer Hires will be on the regular eForm tracking queries since not specific to Summer.

RESOURCES: ACCOUNT FUNDING CHANGES

- Funding changes for both FTE and TFAC summer compensation follow the same rules as all other employee types.
 - Current and future dated changes are initiated on the Account Funding Change eForm in HCM.
 - Retro changes will be handled through the retro JE process.



THANKS!

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