

## **Managing Benefits for Adjunct Faculty Who are Not Expected to Work During the Summer, but are Expected to Teach 30 Hours Course Equivalency in the Fall**

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**This job aid walks you through the steps needed to notify the Benefits Team about which TFAC employees should receive summer benefits.**

To complete this process, HR Administrators will:

- access the eForm,
- complete the form for each employee in their campus or college, and
- submit the form.

**Once the form has been approved, it should not be re-submitted.**

The completed eform will route to the Benefits Office.

Upon receipt of the submitted eForm by the HR Administrator, the Benefits Office will notify HR Operations to insert a row in the employee's job record with the appropriate action. In the case of an employee expected to return in the fall, the Benefits Office will note an Action of "TBN" - Termination with Benefits with the Action Reason of "EBE" – Expected Benefits Eligible.

**HR Operations must be notified in advance of the end of the semester to update the job record before the auto termination process is run. Therefore, actions must be submitted before the end of April.** Units will be notified of the specific due date each spring.

### **Background Information**

- Adjunct faculty who are enrolled in benefits during the spring semester will continue to receive benefits during the summer only **IF the employee is expected to return in the fall AND teach at least 30 hours course equivalency.**
- If the adjunct will not meet both of these criteria (is not expected to return in the fall or is expected to return but will not meet the 30 hours course equivalency), benefits are terminated at the end of the spring semester.
- In order to correctly terminate or continue the employee's current benefit elections based on their work schedule, the Benefits Team must know whether or not the employee is working for the summer and fall semesters.
- Upon rehire, benefit deductions will resume automatically, however, because fall eligibility was based on a projected action, it is important to review the hours at the start of the fall semester to ensure the adjunct is teaching as expected. **If the adjunct does not return or is not teaching at least 30 hours course equivalency, benefits should be terminated effective August 31.**

## Impact on Employee Deductions

Payroll deductions for insurance benefits for adjunct faculty are collected over 18 pay periods, which is the same as FTE faculty. This is done to prevent complications in the event the adjunct does not work in the summer while benefits are active.

- If rehired to teach summer classes, only state retirement will be deducted in the summer (if enrolled in state retirement.)
- Deductions for state insurance will resume in the fall upon rehire.
- If it is determined that benefits will terminate at the end of the spring semester and not continue during the summer, payroll will refund the employee accordingly.

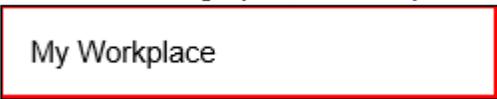
## Required Forms

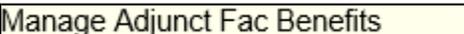
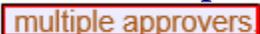
The Gideon Taylor (GT) Temporary Faculty (TFAC) form is used for recording which semesters the employee will be working and covers the following situations:

- A. The employee is not working during the summer, but is expected to return in the fall and continue to work at least 30 hours/week.
- B. The employee is not working during the summer, but is expected to return in the fall. In the fall, the employee will no longer be working at least 30 hours/week.
- C. The employee works during the summer, but is not expected to return in the fall.
- D. The employee is not working during the summer and is not expected to return in the fall. This represents the end of the employee's assignment at USC.

## SAMPLE PROCESS

In this example, the adjunct faculty employee is not working during the summer but is expected to return for the fall semester and work for 30 hours/week. The employee was previously enrolled in USC benefits.

Step	Action
1	Click the <b>Choose other homepage</b> drop-down button.
2	From the list displayed, select <b>My Workplace</b> . 

Step	Action
3	Click the <b>ePAF Homepage</b> tile. 
4	Click the <b>Step Label Manage Adjunct Fac Benefits</b> object. 
5	Click the <b>Returning in Fall</b> option. 
6	You may enter additional comments, as applicable. Click the <b>Expand section Comments</b> link. 
7	Click in the <b>Comments</b> field and enter " <b>Not working in the summer; expected to work 30 course hours' equivalency in the fall.</b> ". 
8	Click the <b>Submit</b> button. 
9	To view details about the current state of the processing, click the <b>Signature/Action Logs</b> link.
10	To view the entire approval chain associated with this submission, click the <b>View Approval Route</b> button. 
11	To see a list of all employees included in each approval step, click the <b>Multiple Approvers</b> link. 
12	You can click on the employee's name to view his/her contact details. Once you have finished reviewing the list of approvers, click the <b>Done</b> button. 
13	An alternate method of viewing the list of all employees included in the approval process is via the Multiple Approvers link. Click the <b>Multiple Approvers</b> link. 

Step	Action
14	<p>A read-only list of the employees' names and UserIDs is displayed.</p> <p>Once you have finished reviewing the list of approvers, click the <b>Done</b> button.</p> 
15	<p>Once all approvals have been received, the Adjunct Fac Benefits form will be closed.</p>
16	<p>Congratulations! You successfully notified the Benefits Team that a temporary faculty (TFAC) employee will not be working during the summer but will return in a benefits-eligible position for the fall semester.</p> <p>Benefits will notify HR Operations to update the employee's job record and will manually adjust the employee's benefit enrollments as needed.</p>