

Summer Instructions

The Summer Employment form is used to process summer instruction and sponsored research or other activities performed during the summer for faculty in full-time equivalent (FTE) positions employed in the previous academic year, or temporary faculty who worked in the previous spring 2019 semester. The Summer Employment form has the flexibility to auto-populate and auto-calculate certain fields for ease of use. For purposes of this document, this form applies to faculty engaged in teaching, research, or other activities performed during the summer as defined by HR 1.81 Summer Compensation for Faculty. **The revised 2019 Summer Employment form also accommodates summer employment changes and separations.**

Reminder: FTE faculty do not accrue sick leave while in temporary status for summer employment.

- The [Summer Employment Form for Faculty](#) is used to process:
 1. Compensation for summer school instruction: this include the full summer session and any parts of term as defined by each campus.
 2. Compensation for sponsored research and other duties not related to teaching in summer sessions, also known as extra compensation (ECOM).
 3. Multiple summer appointments including multiple sessions of summer school instruction and/or sponsored research appointments.
 4. **Changes to compensation due to course enrollment increase or decrease.**
 5. **Changes to ECOM earnings or dates.**
 6. **Separation of summer employment if ending early.**

The PeopleAdmin Adjunct/Temp Hiring Proposal is used to process summer employment for temporary faculty who did not teach during the spring 2019 semester, as well as other instructors in non-FTE appointments, such as research grant or time-limited.

Items to Consider:

- Summer employment is not considered dual employment, which covers additional compensation earned during the faculty member's base period of employment.
- Summer employment begins 05/16/2019 and ends 08/15/2019.
- Colleges and campuses must coordinate requests for cross campus, department, or college summer appointments.

- The UofSC system holds total compensation for summer employment to 33.3% of the faculty member's base salary for the preceding academic year. This percentage may fluctuate slightly depending upon the number of workdays available each year. Exceptions require prior approval by the Office of the Provost or the Chancellor for comprehensive universities or Palmetto College.
- For summer 2019 there are 66 workdays for 9-month faculty. Accordingly, total compensation for 2019 summer employment may not exceed 33.85%. For 10.5 or 11-month faculty earnings would be pro-rated based on the available workdays for the time outside the basis. Please refer to the faculty's original offer letter to determine the time out of basis and manually count the available workdays for that time. For example, if an 11-month faculty member began on 7/1/2018, the month out of basis would be June 2019. There are 20 workdays in June 2019. Faculty in 10.5 and 11-month pay basis must consistently take the same time each year.
- The base salary is the compensation earned in the preceding academic year, which does not include supplements or other non-base payments.
- **If a class does not have sufficient enrollment and is cancelled after the appropriate forms have been processed by HR Operations and Services, the Summer Employment form will be used to separate the summer compensation by selecting the SEPARATION button. This form will be required to ensure that payment is not issued for the course or to initiate an overpayment letter if the faculty received payment. We strongly encourage using enrollment contingencies.**
- **If there is an increase or decrease to the compensation (for the original course or additional sections of the original course only) after the original forms have been processed by HR Operations and Services, the Summer Employment form will be used to initiate the necessary adjustments to pay, by selecting the CHANGE button. Increases to summer employment amounts trigger changes to the percentage of earnings. It is the college/campus responsibility to ensure the faculty will not exceed their allowable percentage. If an exception is being requested, the college/campus must obtain approval from their Provost or Academic Affairs Office and include it with the Summer Employment form when submitting to HR Operations and Services.**

Please contact Kris Mayer at KMAYER@mailbox.sc.edu or at 777-5949 to confirm whether paperwork has been processed prior to submitting changes or separations.

Completing the Summer Instruction Section

When completing the "Summer Instruction" section of the form, select the specific summer session from the dropdown menu. The following options are provided in the drop down:

- Session “Blank”- This session is included for the user to select when a summer session does not follow the standard summer schedule. The session dates are not automatically populated when this option is selected. The user completes the session dates in the “Dates” field.
- Session 3S0 – 3S6 - The dates for the On Your Time Initiatives: Summer at Carolina sessions automatically populate in the form when any of these options are selected. The “% for Session” also pre-populates with the appropriate session information when the session option is selected.
- Session “MM”, “SUM1” and “SUM2” - The dates for these summer sessions do not automatically populate in the form when selected. The user completes the session dates in the “Dates” field. The “% for Session” pre-populates with the appropriate session information when any of these options are selected.
- New sessions for 2019 for the comprehensive universities are listed at the end of the dropdown by campus name and session, if this information has been provided to the Division of Human Resources by the campus. If not, please use the blank selection and provide the inclusive dates of the session.

The user enters the base salary for the faculty in the “Base Salary” field. The salary/hourly fields are numeric only. Do not use dollar signs, commas or decimals when entering in this field. The base salary is the compensation earned in the preceding academic year, which does not include supplements or other non-base payments. The form does not track percentage per course or the amount per course. The only required salary is the actual payout per course.

For the Columbia campus, the Provost Office has issued a directive for all summer compensation on unit funds (i.e., A and E) to include an offer and acceptance letter that includes the salary and any provisions for changes or cancellations based on enrollment fluctuations or other considerations.

- Fringe benefit rates are not included in the automatic calculations built-in in the form and should not be added to the amount included in the “Actual Payout” field.
- The Summer Employment form for Columbia campus must be approved by the appropriate dean(s).
- The form for comprehensive universities and Palmetto College must be approved by the Chancellor or designee prior to submission to the Division of Human Resources.

Completing the Research/Extra Compensation (ECOM) Section

- When completing the “Research/Extra Compensation (ECOM)” section of the form, the user must know the appointment basis for the faculty before completing this section. This represents the appointment period for the faculty in the previous academic term (e.g., 9, 10.5, or 11 months). The user enters the basis information in the “Basis” field for each ECOM appointment.
- The user enters the research appointment period in the “Begin Date” and “End Date” fields on the line next to the “Basis” field for each ECOM appointment.

- The user enters the number of workdays the faculty will work in the research appointment period in the “# Days” field for each ECOM appointment.
- The user enters the base salary of the faculty in the “Base Salary***” field. The salary/hourly fields are numeric only. Do not use dollar signs, commas or decimals when entering in this field. The base salary is the compensation earned in the preceding academic year, not including supplements or other non-base payments. When the base salary is entered, the form automatically calculates and updates the “Daily Rate” and “Hourly Rate” fields factoring in the “Days Base Appt.” field which represents the number of days in the employee’s base appointment for the previous academic term. This information must be entered for each ECOM appointment listed on the form.
- The user calculates the expected earnings by multiplying the “# Days” by the “Daily Rate” and then enters the amount in the “Expected Earnings” field. It is not necessary to use dollar signs, commas or decimals when entering the amount in this field. This information must be entered for each ECOM appointment listed on the form.
- The user needs to utilize the “Hours/Day**” or “Daily Rate” fields for most appointments. If you have employees who worked on a part-time basis in the previous academic term, please contact Salary Administration for assistance in completing the “Research/Extra Compensation (ECOM)” section of the form.
- The user enters the type of summer appointment in the “Justification” field. This would include research or other duties not related to a regular summer session. You may submit additional information in a separate memo, if necessary. Please be sure to reference the attachment in the “Justification” field.
- Fringe benefit rates are not included in the automatic calculations built-in in the form and should not be added to the amount included in the “Expected Earnings” field.

Completing the Accounting Information Section

- When completing the “Accounting Information” section of the form, the user has the option to either select the specific summer session or ECOM appointment from the dropdown menu in the “Session/ECOM” field. Multiple summer sessions or ECOM appointments may be selected from the dropdown menu and may include unique accounting information for each appointment.
- The user must select the appropriate option from the “Session/ECOM” field and then enter the relevant accounting information in each of the fields included on that line of the form.

Changes To Compensation or Summer Employment Separations

To request changes in compensation, select the Change button and complete all available sections of the form. The form is set to only show sections required to complete the selected action.

To request summer employment separation, select the Separation button and complete all available sections of the form. The form is set to only show sections required to complete the selected action. This is used only if the summer employment is ending earlier than requested on the original summer employment hire form.

If you have any questions concerning summer employment, please contact Kris Mayer at KMAYER@mailbox.sc.edu or at 777-5949, or email SALADMIN@mailbox.sc.edu.

2019 Summer Schedules

USC Columbia		Weeks
Full Summer Session (3S0)	May 13- August 1 <i>Exams August 2 and 3</i>	11.71
6-Week Session I (3S1)	May 13 - June <i>Exams June 21 and 22</i>	5.71
6-Week Session II (3S2)	June 24- August 1 <i>Exams August 2 and 3</i>	5.71
3-Week Session I (3S3)	May 13 - May 30 <i>Exams May 31</i>	2.57
3-Week Session II (3S4)	June 3 - June 19 <i>Exams June 21</i>	2.57
3-Week Session III (3S5)	June 24 – July 11 <i>Exams July 12</i>	2.57
9-Week Session (3S6)	June 3 - August 1 <i>Exams August 2 and 3</i>	8.71

USC Aiken

Maymester	May 16 – May 31	2.14
Summer I	June 1 – July 6	5.00
Summer II	July 5– August 11	4.43
All Summer	May 16 – August 11	12.71
1SA	May 14 – June 29	6.57
1SB	July 2 – August 17	6.57
1SC	May 16 – July 8	6.00
1SD	June 4 – August 2	8.43
1SE	June 1 – June 23	

USC Upstate

Summer Session A-Maymester	May 8 – June 5	4.00
Summer Session B	June 3 – July 8	5.00
Summer Session C	July 8 – August 9	4.57
Summer Session D	May 8 – July 9	8.86
Summer Session E	May 28 – August 6	10.00
Summer Session F	May 13 – August 7	12.29

USC Lancaster

Summer 4A	May 13 – June 5	3.14
Summer 4B	June 10 – July 1	3.14
Summer 4C	July 8 – July 29	3.14
Summer 4D	May 13 – July 3	
Summer 4E	June 10 – August 1	

USC Salkehatchie

Summer	May 13 – June 27	
Summer I	May 28 – Jun 7	
Summer II	July 8 – August 7	

USC Sumter

Summer 1A	June 3 – July 30	7.29
Summer IB	June 3 – July 5	4.43
Summer II	July 8 – August 9	4.29

USC Union

Maymester	May 13 – May 31	2.57
Summer	May 13 – June 27	7.14
Summer I	June 3 – June 28	4.14
Summer II	July 8 – August 8	4.14

Others

Extended University Summer I	May 13 – June 27	6.8
Extended University Summer II	July 8 – August 8	4.8
PMBA 1 (Business)	May 6 – June 24	6.43
PMBA 2 (Business)	June 25 – August 19	7.43