



## 2021 Summer ECOM and Instruction Overview

### CAS Step-by-Step Summer ECOM Process

- The Unit will email the paper [Summer Employment Form \(PBP-2-S\)](#) to their [assigned HR Contact](#).  
**\*If the ECOM is being funded by A or E funds, then you must also submit the faculty member's initial offer letter or a signed letter providing the financial commitment.**

**Subject line should read:**

**DEPT\_ LastName, FirstName\_ECOM\_startdate (i.e. BIOL\_Smith, John\_ECOM\_051621)**

- The College then gains Budget/Grants approval based on the information on the PBP-2-S. If there is information missing on the form, or if Budget/Grants does not approve, the form will be sent back to you for correction.
- Once approved, we will gain the Dean's signature and submit the *Summer Employment Form* to HR for final processing. Your assigned HR Contact will alert you once the form has been sent to HR.

Summer ECOM FAQs	
<b>What is summer ECOM?</b>	Compensation for sponsored research and other duties not related to teaching in summer sessions, also known as extra compensation.
<b>Who is eligible to receive summer ECOM?</b>	FTE Faculty who are out of their pay basis.
<b>When can someone receive summer ECOM?</b>	*For 9-month FTE Faculty: May 16, 2021 – August 15, 2021 *For 11-month FTE Faculty: ECOM can only be requested during their designated month off.
<b>What should be included in the justification for summer ECOM?</b>	A detailed description as to what research or duties that will be performed <b>AND the funding combo code.</b>
<b>When should the faculty member expect to be paid? *NEW*</b>	<ul style="list-style-type: none"> <li>❖ All faculty hired before April 2019 are <u>not</u> on a pay lag and will therefore be paid in real time.  <b>EXAMPLE:</b> If they work May 16 – May 31, then they will be paid May 31<sup>st</sup>  <b>*dependent upon timely submission of hire paperwork.</b> </li> <li>❖ All faculty hired after April 2019 are on a pay lag so they should also expect their summer pay to be paid on a lag as well.  <b>EXAMPLE:</b> If they work May 16 – May 31, then they will be paid June 15<sup>th</sup>  <b>*dependent upon timely submission of hire paperwork.</b> </li> </ul>
<b>What if I have a someone who is teaching and requesting summer ECOM?</b>	You will submit the request for summer instruction on the appropriate request form. Once approved, we would prefer that one Summer Employment Form is submitted with both the instruction and ECOM listed. If the course has not met enrollment, but should before the course meets, we suggest submitting one form for the summer ECOM and then another for instruction once the course meets enrollment.

## CAS Step-by-Step Summer Instruction Process

1. The Unit will submit the electronic [Request for Instructional Support \(RIS\) form](#) on the My Arts and Sciences website.
2. Your [assigned HR Contact](#) will then email the approved/denied request back to the Unit.  
  
→→If the request is for a TFAC who did **NOT** work in Spring 2021, **STOP HERE** and process the hire via [PeopleAdmin](#). ←←
3. The Unit will then fill out and email the [Summer Employment Form \(PBP-2-S\)](#), the signed summer offer letter, and the approved request, to their [assigned HR Contact](#).

**Subject line should read:**

**DEPT\_LastName, FirstName\_INSTHIRE\_startdate (i.e. BIOL\_Smith, John\_INSTHIRE\_051021)**

4. The College then gains the Dean's signature and submits the *Summer Employment Form* to HR for final processing. Your assigned HR Contact will alert you once the form has been sent to HR.

<b>Summer Instruction FAQs</b>
<b>What is summer instruction?</b>
Compensation for summer school instruction: this includes the full summer session and any parts of term as defined by each campus.
<b>Who is eligible to receive summer instruction?</b>
<ul style="list-style-type: none"> <li>✓ FTE Faculty (non-tenure track, tenure-track, and tenured)</li> <li>✓ Non-FTE Instructors</li> <li>✓ Temporary Faculty (TFAC)</li> <li>✓ GAs</li> </ul>
<b>When can someone receive summer instruction?</b>
May 10, 2021 – July 31, 2021 (dates determined by summer session)
<b>What should be included in the justification for summer instruction?</b>
The full course title and details as to why it is necessary for this individual to teach this course, enrollment info, etc. <b>AND the funding combo code.</b>
<b>When is a request required for summer instruction?</b>
A request is required for ALL summer instruction regardless of position type.
<b>When should the faculty member expect to be paid? *NEW*</b>
Faculty members hired after April 2019 will remain on a pay lag (see <a href="#">Summer ECOM FAQs above for details</a> ).
<b>What if I have a someone who is teaching and receiving summer ECOM?</b>
You will submit the request for summer instruction on the appropriate request form. Once approved, we would prefer that one Summer Employment Form is submitted with both the instruction and ECOM listed. If the course has not met enrollment, but should before the course meets, we suggest submitting one form for the summer ECOM and then another for instruction once the course meets enrollment.