



2023 Summer ECOM and Instruction Overview

CAS Step-by-Step Summer ECOM Process

1. **Request:** Submit the online [Summer Compensation Request Form](#) for ALL summer ECOM.
2. **Approval:** The request will be reviewed by Dean’s Office HR and Budget and then you will receive an email of approval or denial from your assigned [CAS HR Contact](#).
3. **Offer Letter:** Draft the summer compensation offer letter based on the university template for FTE faculty, adding details about the responsibilities of the faculty member during this ECOM appointment, and send to the faculty member to sign.
4. **Summer Hire eform:** Submit the Summer Hire eform in HCM Peoplesoft, attaching the College approval and signed summer offer letter.

Summer ECOM FAQs
What is summer ECOM?
Compensation for sponsored research and other duties not related to teaching in summer sessions, also known as extra compensation.
Who is eligible to receive summer ECOM?
FTE Faculty who are out of their pay basis .
When can someone receive summer ECOM?
*For 9-month FTE Faculty: May 16, 2023 – August 15, 2023 *For 11-month FTE Faculty: ECOM can only be requested during their designated month off as indicated in their faculty appointment or reappointment letter.
What should be included in the justification on the request for summer ECOM?
A detailed description as to what research or duties that will be performed to warrant extra compensation. This information will also be required to include in their ECOM offer letter.
When is a request required for summer ECOM?
For College records, a request is required for ALL summer ECOM regardless of funding source.
What if I have a someone who is teaching and requesting summer ECOM?
You will submit a request for each on the appropriate request forms. HCM does not yet have the functionality to support submitting both summer instruction and ECOM on the same eform. Once the request is approved, you will submit each action on separate HCM Summer Hire eforms (one for instruction and one for ECOM). Once you submit the first action, you will see that hire represented on the eform of the second action.

CAS Step-by-Step Summer Instruction Process

1. **Request:** Submit the electronic [Request for Instructional Support \(RIS\) form](#) on the My Arts and Sciences website.
2. **Approval:** Your assigned [CAS HR Contact](#) will then email the approved/denied request back to the Unit once the course has met enrollment or been approved for low enrollment.

If the request is for TFAC who did NOT work in Spring 2023, STOP HERE and process the hire via PeopleAdmin.

3. **Offer Letter:** Draft the appropriate summer compensation offer letter based on the university templates and send to the faculty member to sign.
4. **FTE Summer hire eform:** Submit the Summer Hire eform in HCM Peoplesoft, attaching the College approval and signed summer offer letter.

TFAC PBP-2S paper form: If the temporary faculty member (TFAC) taught in spring, fill out and email the *Summer Employment Form (PBP-2S)*, the College approval, and signed summer offer letter to your assigned [CAS HR Contact](#).

Summer Instruction FAQs
What is summer instruction?
Compensation for summer school instruction: this includes the full summer session and any parts of term as defined by each campus.
Who is eligible to receive summer instruction?
FTE Faculty (professional-track, tenure-track, and tenured); Temporary Faculty (TFAC); GAs
When can someone receive summer instruction?
May 8, 2023 – July 27, 2023 (dates determined by summer session)
What should be included in the justification on PBP-2S for summer instruction?
The full course title and details as to why it is necessary for this individual to teach this course, enrollment info, etc. AND the funding combo code.
What funding should I use for summer instruction?
All summer instruction pay should be charged to departmental summer chartfields: (CL071 XXXX30 A0001 103 - i.e., CL071 130130 A0001 103). Accounts codes for summer instruction pay are as follows: FTE faculty – 51330 - TFAC – 51600 - GAs - 51400
When is a request required for summer instruction?
A request is required for ALL summer instruction regardless of position type.
When should the faculty member expect to be paid?
Faculty members hired after April 2019 will remain on a pay lag.
What if I have a someone who is teaching and receiving summer ECOM?
You will submit a request for each on the appropriate request forms. HCM does not yet have the functionality to support submitting both summer instruction and ECOM on the same eform. Once the request is approved, you will submit each action on separate HCM Summer Hire eforms (one for instruction and one for ECOM). Once you submit the first action, you will see that hire represented on the eform of the second action.