

Q) How can I tell if an employee is in a 9-month deferred status?

A) The Employee Subgroup field

Q) Do 9-month faculty get paid 12 months of the year?

A) Yes

Q) How does the payroll cycle differ from the appointment period?

A) The payroll year follows the fiscal year (July – June). While the appointment period typically follows the academic year (August – May).

Q) Can a transition from 9 month to 12 month or 12 month to 9 month occur at any point in the year?

A) Not easily (refer to last question). Transitions should occur July 1. The next smoothest transition date would be January 1.

Q) Can a new hire start at any point in the year?

A) A new 9-month faculty hire should begin on either 7/1 or 8/1. 7/1 is the smoothest hire date. If they start in August then for the first year the salary will be distributed over 11 months instead of 12. This means the monthly amount for the first year will be a bit higher than following years, when the salary is distributed over 12 months. **This should be explained in the offer letter, to help avoid confusion.**

Q) Do they accrue vacation?

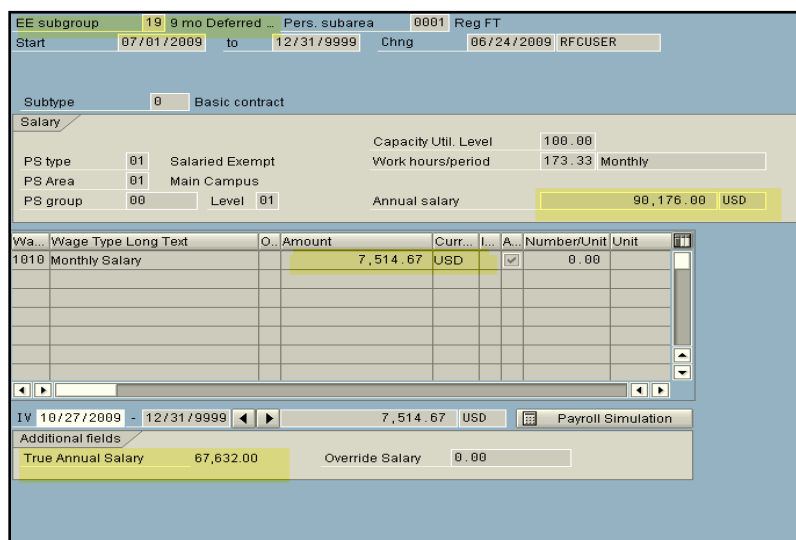
A) No

Q) Does terminal vacation need to be processed?

A) No

Q) The annual salary looks strange in SAP, where can I find an accurate salary?

A) Their Annual Salary field is not a representation of the actual annual salary.



EE subgroup: 19 9 mo Deferred ... Pers. subarea: 0001 Reg FT
 Start: 07/01/2009 to: 12/31/9999 Chng: 06/24/2009 RFCUSER

Subtype: 0 Basic contract

Salary

Capacity Util. Level: 100.00
 Work hours/period: 173.33 Monthly

PS type: 01 Salaried Exempt
 PS Area: 01 Main Campus
 PS group: 00 Level: 01
 Annual salary: 90,176.00 USD

Wa...	Wage Type	Long Text	O...	Amount	Curr...	I...	A...	Number/Unit	Unit
1010	Monthly Salary			7,514.67	USD		<input checked="" type="checkbox"/>	0.00	

IV 10/27/2009 - 12/31/9999 7,514.67 USD Payroll Simulation

Additional fields

True Annual Salary: 67,632.00 Override Salary: 0.00



The **True Annual Salary** reflects what they are actually paid:

New Hire – Basic Pay

Create Basic Pay (0008)

Salary amount Payments and deductions

Person ID: 10926233 Pers.Assgn: S1000475 00024954 (Active)

Name: Fred Faculty_9 Empl %: 100.00

EE group: C Faculty Pers.area: 1800 Main Campus

EE subgroup: 19 9 mo Deferred Pers.subarea: 0801 Reg FT

Start: 08/01/2006 End: 12/31/9999

Subtype: 0 Basic contract

Salary

Capacity util. level: 100.00

Work hours/period: 173.33 Monthly

PS type: 01 Salaried Exempt

PS area: 01 Main Campus

PS group: 00 Level: 01 Annual salary: 120,000.00 USD

Wage Type Long Text	O.	Amount	Curr.	L.	A.	Number	Unit
1010 Monthly Salary		10,000.00	USD				
			USD				
			USD				
			USD				

IV 08/01/2006 - 12/31/9999 10,000.00 USD Payroll Simulation

Additional fields

True Annual Salary: 90,000.00 Override Salary: _____

For 9 month deferred, the monthly salary amount should be the annual contracted salary divided by 9. For 10 month divide by 10. So for this example, the annual contracted salary is \$90,000. \$90,000/9 is \$10,000. Enter 10,000 in the amount field. The Annual Salary will be overstated. The True Annual Salary will be calculated for you.

The amount they actually receive each month would be their **True Annual Salary** (their contracted amount) divided by 12. That is assuming that the start date was 7/1.

Q) How should an unpaid or partial paid leave be processed?

A) If going on an extended leave without pay or with partial pay, such as sabbatical, multiple personnel actions will be required to ensure the payroll is correct. Keeping in mind that the deferred payroll follows the fiscal year, when 9-month faculty enter into a leave without pay or partial pay their assignment should be updated to 12 months for that period of time, and then the updated leave action/pay change can be processed. Once returning from leave, the transition can be made back to 9-month payroll.

Q) What Separation date should be used?

A) Keeping in mind that the deferred payroll follows the fiscal year (see above Payroll vs. Appointment Period question), in most cases, when working through the academic year, the separation date should be 7/1 to ensure the full payment for the year is received.

Q) How are summer supplement payments processed?

A) To request a summer supplement payment, the department should submit a [Faculty Summer Supplement Request Form](#).

Q) How should an additional payment (award, overload, etc.) be processed?

A) All faculty additional payments should always be processed on the primary assignment. For additional details please review the [SOP](#).