

Part Time Instructors participate substantially at the University of Kentucky, but less than full-time, in the program of an educational unit. Appointees may be eligible for University contributions towards employee health benefits if their Full Time Equivalency (FTE) from all UK employment sources is equal to or greater than 75% (equivalency of averaging 30 hours per week).

### **Onboarding Checklist**

Onboarding checklist are available for your use throughout the process:

[PTI Onboarding Checklist \(UK Staff\)](#)

[PTI Onboarding Checklist \(Not UK Staff\)](#)

**Pro Tip:** Canvas access is granted as soon as the assignment is entered in SAP. Therefore, it is **very important** to coordinate the PES/I-9 process in a timely manner to allow the PTI early Canvas access for course preparation purposes. To schedule an I-9 appointment click [here](#). To access IES Quick Reference Guides please click [here](#).

### **Position**

You may utilize transaction PPOSE to locate a position number. Attributes should include:

Position Title = Instructor

Job Code = Part Time Instructor

Note: Using a different title/job code could create an error in the Faculty Database.

### **FTE**

In order to maintain consistency at UK, for the purpose of PTIs, a standardized FTE will be used.

- For each semester the following should be used: the primary instructor of a **three (3) student credit hour class** corresponds to **25% FTE** or the equivalency of hours worked.

Note: Course credit hours are available on the [Registrar site](#).

### **Payroll Start Dates**

- Start date for fall semester = August 1
- Start date for spring semester = January 1

Note: By utilizing the beginning of the month for start dates, employees eligible for health insurance coverage mandated by the Affordable Care Act (if elected by the employee) will have coverage for the entire month beginning with the start date.

### **Separation and Summer Leave Actions**

- If a PTI is hired for the fall semester and will not return for the spring semester, a [separation action](#) for the employee shall be completed using a separation date of January 1.
- If a PTI is hired for the spring semester and will not work as a PTI in the summer or fall semesters, a [separation action](#) shall be completed using a separation date of June 1.
- For a PTI who teaches in the summer but does not return for fall; a [separation action](#) shall be completed.
- For PTI's who are employed for both fall and spring semesters in classes that have a predictability for reoccurrence, but do not teach in the summer session, then a [summer leave action](#) shall be completed for June and July.

Note: The summer leave status will allow health insurance coverage continuance for the employee. The benefit cost the employer incurs for summer premiums will be covered by the associated department(s). The employee contribution of the summer premiums will be incurred in the August paycheck.

**Examples:**

<b>PTI</b>	<b>Hire Date</b>	<b>Teaching Information/FTE</b>	<b>Hire for Next Semester</b>	<b>Eligible for Summer Leave</b>	<b>Separation Date</b>	<b>Insurance Impact</b>
Ex:1	August 1	Ag Course (3 Credit Hrs); Ag Course (3 Credit Hrs); Ag Course (3 Credit Hours) = 75% FTE	Yes=Spring; No=Summer; Yes=Next Fall	Yes-If PTI will teach for next Fall and class has a predictability for reoccurrence	N/A	Eligible for UK health contribution (Aug-Future termination date)
Ex:2	August 1	Ag Course (3 Credit Hrs); Ag Course (3 Credit Hrs); Ag Course (3 Credit Hours) = 75% FTE	Yes=Spring; No=Summer; No=Next Fall	No	June 1	Eligible for UK health contribution (Aug-May)
Ex:3	August 1	Ag Course (3 Credit Hrs); Ag Course (3 Credit Hrs); Ag Course (3 Credit Hours) = 75% FTE	Yes=Spring; Yes=Summer;	No	August 1	Eligible for UK health contribution (Aug-July)
Ex:4	January 1	Ag Course (3 Credit Hrs); Ag Course (3 Credit Hrs); Ag Course (3 Credit Hrs) = 75% FTE	No=Summer; Yes=Fall; No=Next Spring	Yes-If PTI will teach for next Fall and class has a predictability for reoccurrence	January 1	Eligible for UK health contribution (Jan-Dec)
Ex:5	June 1	Ag Course (3 Credit Hrs) = 100% FTE	No=Fall	No	August 1	Not eligible-Seasonal Employee if they only work summer
Ex:6	June 1	Ag Course (3 Credit Hrs) = 100% FTE Summer; Ag Course (3 Credit Hrs) = 25% FTE Fall	Yes=Fall	No	January 1	Eligible for UK health contribution credit (June-July)
Ex:7	August 1	Ag Course (3 Credit Hours); Ag Course 3 Credit Hrs) = 50% FTE	Yes=Spring	No	June 1	Not eligible due to FTE