Summer Hire Guidelines

NMSU Human Resource Services
Employment Services
575-646-8000

Agenda

- ARP – 7.34
- https://arp.nmsu.edu/7-34/
- Summer Hiring Options
- Session Dates
- Salary Information
- Summer Hiring Process
  - Temporary Faculty

- Schedules and Deadlines
- EPAF Hiring Process
  - Temporary Faculty
- Points to Remember
- Contact Information

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Summer Hiring Options

- EPAF
    - Used for hiring all temporary faculty, supplemental compensation and Graduate Assistants

- Post Job Completion – Late Hire Form
    - Used to hire LATE temporary faculty, supplemental compensation and Graduate Assistant whose job is complete/end date has passed.

When Does Summer Begin?

- Summer hire begin date is the day after final grades are due and must end prior to the Fall semesters faculty report date.
  - http://academiccalendar.nmsu.edu/
- Session Dates are located on the EPAF Processing Reference – Temp Faculty Toolkit
  - https://hr.nmsu.edu/toolkits/temp-faculty/

Salary Information for Teaching

- Faculty increase (i.e. promotion, annual, etc.) effective dates are determined from the employment base:
  - 9 month faculty – increases are effective at the beginning of the academic year, August 16
  - 12 month faculty – increases are effective at the beginning of the fiscal year, July 1
- Summer pay is calculated using the factor calculations on the base rate as follows:
  - 9 month faculty summer pay for all sessions will be calculated from the faculty members base rate as of May 15 of the current calendar year **(Reminder: 9 month faculty are hired as temporary faculty for summer hires using temporary faculty position #'s).**
  - 12 month faculty hired to **teach,** summer pay hired into a Supplemental Compensation position#918998 will be calculated as follows:
    - Full Summer – average of current and new fiscal year (FY) annual salary converted to academic (9 month)
    - MS1 – current FY annual salary converted to academic (9 month)
    - MS2 – new FY annual salary converted to academic (9 month)
    - MS3 – average of current and new FY annual salary converted to

Salary Information

- Where do you find the faculty members salary and how do you know if it's 9 month vs 12 month?
- Banner - NBAJOBS

Factors for Calculating Summer Regular Faculty Per Credit Pay

Las Cruces Campus				Community College		
Credit Load or Equivalent	Full Time Equivalent (FTE)	**Salary Calculation Factor**		Credit Load or Equivalent	Full Time Equivalent (FTE)	**Salary Calculation Factor**
1	0.17	**3.70%**		1	0.11	**2.77%**
2	0.33	**7.40%**		2	0.22	**5.54%**
3	0.5	**11.11%**		3	0.33	**8.31%**
4	0.67	**14.80%**		4	0.44	**11.08%**
5	0.83	**18.50%**		5	0.55	**13.85%**
6	1	**22.20%**		6	0.66	**16.62%**
				7	0.77	**19.39%**
				8	0.88	**22.16%**
				9	1	**24.93%**

Example - Regular 9 month Faculty teaching temporary for Community College:

– **Factor Calculations**

Academic Salary	**$50,000.00**
Factor for 3 credit course (above)	**x 8.31%**
Total Pay for 3 credit course	**$4155.00 (total amount to be paid)**

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How To Calculate Academic Rate from an Annual Salary

Multiply the annual salary by 75% (to change to academic salary).

$42,000.00
x   .75
$31,500.00

Base Job	Job Detail	Payroll Default	Deferred Pay	Miscellaneous	Excluded Deductions/...	Default Earnings	Work Schedules	Job Labor D

Effective Date: 01-APR-2008
Personnel Date: 01-APR-2008
Status: Active
Title: Ext Agri Agent
Job FTE: 1.000
Appointment Percent: 100.00
Encumbrance Hours:
Encumbrance Indicator: System Calculated
Hours per Day: 8.00
Employee Class: B1 Faculty Reg FT - Annual
Leave Category:

Pay Plan
Group: 2008   **Grade:** 01
Table: F1   **Step:** 0

Compensation
Rate: 20.191531
Hours per Pay: 86.67
Assign Salary: 1,750.00
Factor: 24.0
Pays: 24.0
Annual Salary: 42,000.00

Sample Factor Calculation Pay
Converting Annual Salary to Academic Salary

Regular 12 month Faculty teaching temporary for Community College:

– **Factor Calculations**

3	0.33	8.31%

Academic Salary	**$31,500 (42,000 x .75)**
Factor for 3 credit course (above)	**x 8.31%**
Total Pay for 3 credit course	**$2617.65 (total amount to be paid)**

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Salary Information
Summer Salary Cap for 9 month Faculty – Updates

- Total summer salary cannot exceed 150% of the academic salary. For periods outside session dates, summer employment may begin day after final grades are due for spring semester and end of day before fall faculty report date.
- Research– Allowed up to 1.0 FTE at 100% of academic salary
  - Up to an additional .5 FTE for research may be submitted for supplemental compensation **with agency approval**
    - **Must be submitted using the supplemental compensation pooled position #**
- Teaching– Allowed up to 1.0 FTE of factor calculated summer salary
  - Up to an additional .5 FTE may be submitted
  - Summer Factor calculation will be used based on credit hours taught to determine rate of pay

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OMB Circular A21 States

"*In no event will charges to sponsored agreements, irrespective of the basis of computation, exceed the proportionate share of the base salary for that period,*" and includes a section about summer payments, stating in Section 10., d., "*(2) Periods outside the academic year states "(a) Except as otherwise specified for teaching activity in subsection (b), charges for work performed by faculty members on sponsored agreements during the summer months or other period not included in the base salary period will be determined for each faculty member at a rate not in excess of the base salary divided by the period to which the base salary relates…"* subsection (b) states *"Charges for teaching activities performed by faculty members on sponsored agreements during the summer months or other periods not included in the base salary period will be based on the normal policy of the institution governing compensation to faculty members for teaching assignments during such periods."*

Temp Faculty Employment Period, Hours and FTE

- Temp Faculty cannot exceed .74 Full Time Equivalent (FTE).
  - Temp faculty can be hired semester by semester or for up to 1 year at which time you can rehire in increments of no more than 1 year indefinitely.
  - However, ARP 6.35 has restrictions to appointment periods and FTE.
- **Term Faculty cannot exceed 1.0 Full Time Equivalent (FTE).**
- Look-back/Stability Period
  - Summer hiring impact to fall hires (Temp Fac and GA)
  - HR0-492 Job History Lookup-past 12 months
    - User ID, Name, Position-Suffix, Title, FTE, Status, Type (regular or temp), Group (faculty or staff), Begin Date, End Date, Department, Summary Org

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Temp Faculty Employment Period, Hours and FTE

- **Temp Faculty and Multiple Jobs**
Temp Faculty may hold more than one temp faculty position. However, all combined employment (university wide) cannot exceed a total FTE above .74 and the average total hours worked must not exceed 29 hours per week.

- **Tracking FTE and Hours Worked**
FTE and Hours for Temp Faculty employees will be tracked on a weekly basis. HRS will generate reports on a monthly basis for review and average FTE/hours worked trending.

- **Offer Letter**
An offer letter must be maintained in the department personnel file. Follow internal procedures.

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Post Job Completion- Late Hiring EPAF

What type of hires will the Late Hiring EPAF be used for?

- Will be used only for Post Job Completion hires (after job has been completed) hiring transactions:
  - Temporary Faculty
  - Supplemental Compensation
  - Graduate Teaching Assistants
- https://hr.nmsu.edu/toolkits/post-job-completion-hiring/

Processing and Pay Schedules

- Pay Schedules located on Payroll website
  https://payroll.nmsu.edu/pay-transactions/
- Number of Summer Payments

Session	Weeks	Number of checks
Summer Session	10	6
Mini Session 1 (MS1)	5	3
Mini Session 2 (MS2)	5	3
Mini Session 3 (MS3)	8	5

Points to Remember

- Personnel Transactions Schedule– visit the website:
  - https://payroll.nmsu.edu/pay-transactions/
- Summer Teaching – hire submitted through EPAF
- Summer Research – hire submitted through EPAF
- Post Job Completion – hire submitted through EPAF
- Department needs to confirm if the employee has other NMSU jobs prior to submission of hiring action to ensure the employee is hired and paid appropriately.
- College is responsible for maintaining and obtaining any exceptions to policy prior to processing hire.

If further assistance is needed please contact:

Human Resources

Employment Services

575-646-8000

E-mail: TeamHRS@nmsu.edu

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