Process for Grad Staff for Summer 2014

The process for appointing Graduate Staff to summer payroll 2014 will continue as in past years – no changes.

AY Pay Review

- May and August calendars must have 22 days in pay status (Monday-Friday).
- Unpaid absences (ZZAY's) are loaded by Payroll for 11 days in May and August to reduce the full monthly pay by half (1/18th of annual pay).
- Last day in pay status for academic year is 5/15/14 (a ZZAY will be populated for 5/16/14; semester ends on 5/18/14)
- First possible day in pay status for summer session is 5/19/14 (WL).

AY position in Spring to FY position in Summer (effective 5/19/14; 1st possible employment date after the academic year ends).

- A new PERNR is created – position with employee subgroup 12 month FY exempt. **DO NOT TRANSFER.**
- Complete a PA form to Add Additional Appointment (12 month FY exempt).
- Loading unpaid absences for AY positions will stop pay.
- Employee will not lose days of AY pay with separate PERNR.
- Cost distribution will be entered separately for each position with the applicable effective dates, therefore charging will be accurate.
- PAR’s will be accurate for each appointment.
- Grad reappointment process can be used for FY and AY positions for Fall.

NOTE: If graduate student employee does not return in the Fall, 2 PA forms are required (one to end additional appointment and one to separate appointment).

FY position in Spring to AY position in Summer (effective 5/19/14; 1st possible employment date after the academic year ends).

- A new PERNR is created – position with employee subgroup 9 month AY exempt. **DO NOT TRANSFER.**
- Complete a PA form to “Add Additional Appointment” (9 month AY exempt).
- Complete a Summer Pay Calculator.
- Complete a PA form to “End Additional Appointment” (12 month FY exempt) – to stop pay.
- When submitting more than one payroll form (PA and summer calc), complete “page ___ of ___ pages” on each form. **STAPLE documents together!! Do not use paper clips!!**
## Grid for Graduate Student 2012 Summer Appointments

<table>
<thead>
<tr>
<th>Situation</th>
<th>PA Form Beginning of Summer</th>
<th>Summer Pay Calculator</th>
<th>End Add’l or Separation PA Form at End of Summer</th>
<th>Pay Area</th>
<th>Result/Comments</th>
</tr>
</thead>
</table>
| 9 mo AY Graduate Student New Hire  
**Example #1** | X Appointment and base pay must be established before summer pay can be processed | X 5/19/14 is first available day of summer session | If appointment ends – Yes; otherwise, will come forward on reappointment list | AY | Effective date of AY New Hire is 5/19/14. |
| 9 mo AY Graduate Student works in the same org unit, in the same position for summer.  
**Example #2** | X 5/19/14 is first available day of summer session | If appointment ends – Yes, otherwise, will come forward on reappointment list | Pay Area will not change for summer | Business Office staff from both org units will determine the cost distribution entry. |
| 9 mo AY Graduate Student works in a different org unit for summer.  
**Example #3** | X 5/19/14 is first available day of summer session | n/a | Pay Area will not change for summer | Business Office staff from both org units will determine the cost distribution entry. |
| 9 mo AY Graduate Student changes to 12 mo FY Graduate Student during summer.  
**Example #4** | Add Additional Appointment – 12 mo FY 5/19/14 if applicable | n/a | If either appt ends – Yes; otherwise, both appts will come forward on reappointment list | AY | Pay Area will not change for summer  
AY grad appt. will pay through 5/18/14 – **AY commitment**.  
Unpaid absences will be populated beginning 5/16/14-8/14/14. |
| 12 mo FY Graduate Student changes to 9 mo AY Graduate Student during the summer.  
**Example #5** | Add Additional Appointment – 9 mo AY  
End Additional Appointment – 12 mo FY to stop pay | X 5/19/14 is first available day of summer session | If appointment ends – Yes, otherwise, will come forward on reappointment list | Pay Area will not change for summer | PA form effective 5/19/14 needed to set-up AY appointment to pay summer salary.  
A 2nd PA form is needed to stop pay on 12 mo FY appointment. |
| 9 mo AY Graduate Teaching Assistant (TA) changes to 9 mo AY Graduate Research Assistant (RA) during the summer or vice versa  
**Example #6** | Add Additional Appointment – 9 mo AY | X 5/19/14 is first available day of summer session | If appointment ends – Yes, otherwise, will come forward on reappointment list | AY | Effective date of AY Add Additional Appt. is 5/19/14. |

**NOTE:** If you know a graduate student will not be returning in the Fall, prepare a PA form to separate now. Only active appointments will come forward on the grad reappointment list.