

Action Dates for Academic Year Employees

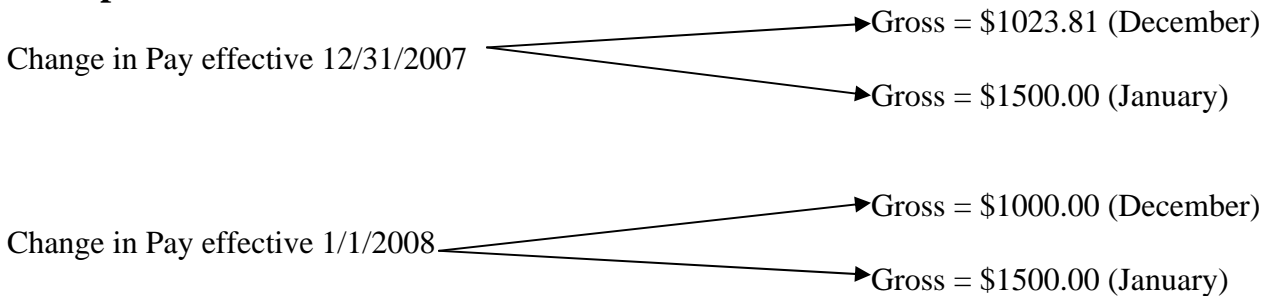
New Hire Action:

- AY Calendar for the Spring Semester 2008 begins 12/31/2007
- Effective date of PA New Hire Actions should be 12/31/2007
 - This will start their benefits coverage and they will be “active” in the system effective the first day of the academic calendar.
 - The Shared Service Center will enter an effective date of the New Hire of 12/31/2007 and enter a base pay of \$0 (on IT0008 - Basic Pay) so they are not paid for that last day in December.
 - Then, the Shared Service Center will go back into the person’s PA30 record, copy the initial IT0008(Basic Pay) record and, effective 1/1/2008, enter their basic pay.
- This has been tested and pays them the correct amount for January. No payment received for December.

Scenario:

AY Graduate Research Assistant has a change in pay from \$1,000 / pay period to \$1,500 / pay period. Should this Change in Pay Action be effective 1/1/2008 because it is effecting their first pay of the spring semester or should the effective date be 12/31/2007 because that is the start of the AY calendar???

Example:



Recommendation:

For New Hire actions, Business Offices should use the effective date of 12/31/07 and the Shared Service Center will make the base pay \$0 for 12/31/07 and start their true base pay effective 1/1/08.

For ALL other PA actions, department will use a start date of 1/1/08 if the change goes into effect at the beginning of the semester. Otherwise, use the true effective date. The grad. reappointment application will be set up with an effective start date of 1/1/08.

		Graduate A Base Pay = \$1000 (1st Semester) Change in Pay Action w/ Effective Date 1/1/2008 Existing Employee Receives change in pay	Graduate B Base pay = \$1500 New Hire to the University Spring semester 2008
	August	\$500.00	X
	September	\$1,000.00	X
First Semester	October	\$1,000.00	X
	November	\$1,000.00	X
	December	\$1,000.00	X
		\$4,500.00	No Salary (not employed at this point)
	January	\$1,500.00	\$1,500.00
	February	\$1,500.00	\$1,500.00
Second Semester	March	\$1,500.00	\$1,500.00
	April	\$1,500.00	\$1,500.00
	May	\$750.00	\$750.00
		\$6,750.00	\$6,750.00

New Hire effective date = 12/31/07 with a zero base pay. Base pay then becomes effective on 1/1/08). Graduate B does not receive compensation in December, keeping each semester "equal".

To make these scenarios match, we would need to use the action date (all actions except New Hire) of 1/1/2008. This will keep each semester "equal"