This QRG outlines the steps to create calendars and submit calendars for review/approval, using the Summer Pay Tool. Faculty members can perform these actions for themselves and their subordinates.

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| Access the Summer Pay Tool |
| Visit **OneCampus** and select **SEEMLESS**. | <https://one.purdue.edu/>  |
| Login using **Purdue Career Account Login** and **Password**  |  |
| Summer Pay Homepage |
| Once logged in, the **Summer Pay Dashboard** is displayed.Click **Refresh My Info**. |  |
| If there are multiple PERNRs, click on the PERNR line that you want to submit the calendar on. Notice the PERNR # will change in the upper left-hand corner. Click **My Calendars**. |  |

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| My Calendars |
| The Calendars are displayed.  |
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| Calendars |
| Click to select a calendar.Calendars will be listed by **Month** or **Pay Period**. *Monthly* calendars will be titled **Month 20XX**.*Pay Period* calendars will be titled with **WEYYYYMMDD 20XX**; **WE** = Week Ending. |  |
| An overview of the calendar is displayed. |  |
| **Definitions** for calendar entries are displayed on the left side of the page.T, R, or O (Teaching, Research & Other) should be selected based on the type of duties being performed and not based off of the funding source. |  |
| An editable calendar displaying all workdays for the selected month is displayed. |  |
| To enter the work category, click the **Edit** button.From the drop-down, and using the definitions, select the abbreviation for the type of work performed for the selected day. |  |
| To apply a template, click **Use Template**.Select a saved template and apply to the **Week** or **Period**.-or- Select a **Work Type** and apply it to the Period. |  |
| Repeat for each day or week the faculty will receive Summer PayWhen finished, the **Pay Period Activity** summary is displayed below the calendarSelect **Send to Business Review**Click **Yes, Submit Calendar** or **No, Cancel Submission** if you need to make updates |  |
| Pay Period Calculations |
| Calculation of pay is determined as follows:  |
| In this example the employee works 6 days during the summer session in May, but have a FTE of 1.0Full Time Annual Rate= Annual Salary/FTE$99,600 /1.00 = $99,600Daily Rate = Full Time Annual Rate x 2.778% /5 days x FTE$99,600 x 0.02778/ 5 x 1.0 = $553.38 (Rounded to the nearest cent)Full Time Period Rate = Full Time Annual Rate/9 Months $99,600 / 9 = $11,066.67Amount to be paid = Daily rate x number of days (in half day increments)$553.38 x 6 = $3320.28 |  |
| For example, this employee has an FTE of .50 and is scheduled to work 6 days during the summer session in May.BEST PRACTICE: **Any time the FTE is less than 1, a full day should be used in the calendar.** Full Time Annual Rate = Annual Salary/FTE$51,801/0.5 = $103,602Daily Rate = Full Time Annual Rate x 2.778% /5 Days x FTE$103,602 x 0.02778/ 5 x 0.5 = $287.81 (Rounded to the nearest cent)Full Time Period Rate = Full Time Annual Rate/9 Months $103,602 / 9 = $11,511.33Amount to be paid = Daily rate x number of days (in half day increments)$287.81 x 6= $1,726.86 |  |
| Subordinates |
| Faculty members can create calendars on behalf of their listed subordinates. |
| From the Summer Pay Dashboard, select the **My Subordinates** tab, locate the individual under the Summer column orClick on the **Search** button to open the option. Search by either PERNR, Name or Career Account. If the subordinates are listed under Summer, select the **VIEW** button |  |
| A summer pay calendar can now be created for the individual. |  |
| Select the desired calendar and create the schedule as mentioned in the previous steps. The Subordinate templates allow you to utilize established templates to populate the calendars.  |  |

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| Multiple Appointments  |
| For employees with multiple appointments (PERNRs), a calendar for each appointment should be submitted. |
| A list of appointments is displayed on the **SEEMLESS Dashboard**. |  |
| Click to select the desired PERNR and then proceed with completing the calendar. |  |
| Submission |
| Click **Send for Business Review** to route to the business office for review/approval.Confirm that you want to **Yes, Submit Calendar or No, Cancel Submission** |  |
| The business office will review the entries and make changes as needed. Once finalized, the calendar is submitted to Payroll for processing. |