



SUMMER 2012

**UNCLASSIFIED TRANSACTIONS
FOR 9-MONTH EMPLOYEES**

OVERVIEW

WELCOME TO THE KANSAS STATE UNIVERSITY SUMMER 2012 TRANSACTION GUIDELINES AND PROCEDURES FOR UNCLASSIFIED 9-MONTH EMPLOYEES! THE INFORMATION PROVIDED ON THE FOLLOWING PAGES IS AN OVERVIEW OF THE SUMMER PROCEDURES FOR 9-MONTH UNCLASSIFIED EMPLOYEES.

ALL UNCLASSIFIED 9-MONTH BENEFIT ELIGIBLE EMPLOYEES WILL AUTOMATICALLY BE PLACED ON INVOLUNTARY LEAVE EFFECTIVE MAY 13, 2012 AND RETURNED FROM LEAVE EFFECTIVE AUGUST 5, 2012 IN HRIS.

THE FOLLOWING PAGES EXPLAIN THE POLICIES AND PROCEDURES REGARDING 9-MONTH EMPLOYEES.

UNCLASSIFIED SUMMER TRANSACTIONS

We will be reviewing these types of transactions:

Involuntary Leave without Pay

Summer School Appointments

Summer Appointments

Completing the “9-month Summer Transactions PER-45”

Unclassified Temporary Employees (no benefits)

Promotions in Academic Rank

Changes in Status

Summer Salary for Grants and Contracts

Unclassified Salary Increases for FY 2013

Involuntary Leave without Pay

- Effective May 13, 2012, unclassified employees in 9-month benefit eligible positions will be placed on involuntary leave without pay in HRIS. Effective August 5, 2012, unclassified employees in 9-month benefit eligible positions will be returned from involuntary leave without pay in HRIS.
- It is the department's responsibility to verify funding for accuracy when an employee returns from summer leave without pay.
- It is also the department's responsibility to verify the accuracy of pay when the employee returns from summer leave without pay.
- REMINDER: Personnel specialists are required to submit a copy of the contract to HR for all faculty on term contracts who are returned from involuntary leave without pay. The department personnel specialists are responsible for updating contract data, but a copy of the term contract must be on file with Human Resources for these employees along with a Change or Separation Form (PER-39) to reappoint.
- For those employees who are not returning in the fall, the personnel specialist should terminate the employee by submitting a Change or Separation Form (PER-39). There is no automatic termination option for benefit-eligible employees.

Summer School Appointments and Summer Appointments

We will be discussing the different types of appointments for unclassified 9-month employees. All unclassified 9-month benefit-eligible employees who have some type of appointment during the summer are either placed on a Record 10, 11 or greater - depending on the type of appointment.

- Summer school appointments (Record 10) are teaching appointments for summer school courses.
- Summer appointments (Record 11 or greater) are appointments other than teaching and generally paid from grants.

Summer School Appointments

Summer school appointments are entered in HRIS one of two ways:

- (1) The college dean's office and/or department personnel specialists key directly into the summer pages created by Human Resources; Human Resources then uses that data to update the pages in HRIS; or
- (2) A "9 Month Unclassified Summer Transactions PER-45" form is submitted to Human Resources. The PER-45 is submitted in those instances where a department finds they need to pay an employee, but the summer entry pages in HRIS are already closed. During those times, a PER-45 will be necessary to hire the employee on the summer school/summer appointment. The PER-45 may also be completed to correct an incorrect entry in the summer entry pages. The PER-45, in that instance, should be submitted as a correction.

Unclassified 9-month benefit eligible employees (including both budgeted and non-budgeted during the academic year) will be assigned to employment record #10 for summer school.

Summer School Appointments (continued)

- A temporary position number must be used for summer school appointments. The position number must be a different number than the one assigned during the academic year. Departments may either use an existing number or have a new one created.
- To determine the summer school positions available, run the “Position Funding by Department Report”. (Path: Workforce Administration>Job Information>Summer School>Summer School Reports>Summer School Positions)
- Departments are responsible for reporting time and leave (turning on the “Okay to Process” checkbox) in HRIS.
- For new employees hired during the summer, an “Appointment Form” (PER-38) is required.

Summer Appointments

- Summer Appointments work much the same way Summer School Appointments do with the exception that Summer Appointments are generally research positions and they are placed on Record 11 or greater.
- A “9-Month Unclassified Summer Transactions PER-45” form should be submitted for those transactions not keyed in HRIS through summer entry pages.
- A temporary position number must be used for summer appointments. The position number must be a different number than the one assigned during the academic year. Departments may either use an existing number or have a new one created.
- To determine the summer positions available, run the “Position Funding by Department Report”. (Path: Workforce Administration>Job Information>Summer School>Summer School Reports>Summer School Positions)
- Departments are responsible for reporting time and leave (turning on the “Okay to Process” checkbox) in HRIS.
- For new employees hired during the summer, an “Appointment Form” (PER-38) is required.

Completing the 9-month Summer Transactions PER-45 Form

- Employees may be active on Employment Record #10 and Employment Record #11 (or greater) at the same time, however total FTE must not exceed 1.0.
- Submit separate PER-45 forms for each summer school and/or summer appointment, if applicable.
- Please be sure to mark Record 10 on the form for summer school appointments. For a summer appointment, mark Record 11.

Completing the 9-Month Summer Transactions Form (PER-45) (continued)

- Indicate the employee's name, position number, job code, FTE, compensation rate and benefit program. The job code and benefit program should match the position they hold during the academic year.
- For additional information on completing the PER-45, please refer to the HR web site: <http://www.k-state.edu/hr/forms/>. Refer to Instructions.
- Summer new hires should be appointed on an Appointment Form (PER-38).

Unclassified Temporary Appointments (no benefits)

- New hire unclassified temporary employees (no benefits) will be placed on a Record 0.
- Existing temporary employees who need to be reappointed will remain on their current position and record number. You may reappoint them by using the Change or Separation Form (PER-39) or by updating the Appointment End Date directly. Do not use the PER-45 for these temporary employees.
- NOTE: It is important that you check the End of Temporary Appointment report on a regular basis to identify employees who are scheduled to be terminated. You may refer to the HR web page for instructions:http://www.k-state.edu/hr/hris/hris_manuals-apptend.html
- Terminate those temporary employees who are not working during the summer months. This may be done by entering an Appointment End Date in HRIS job or by submitting a Change or Separation Form (PER-39) to HR.

Promotions in Academic Rank

- Promotions in academic rank are printed in the FY 2013 Budget. No transaction form is required. Human Resources will receive a list of these rank changes from the Office of Academic Personnel and will update HRIS accordingly.
- For those rank changes not printed in the Budget, a Position Data Sheet (PER-36) should be submitted to HR. Please include a copy of the contract showing the new job code and job title.

Changes in Status

- Employees changing from non-budgeted to a budgeted position (different position) will require an Appointment Form (PER-38). If the contract is changing, submit that as well. This is basically considered a transfer and should be marked as such.
- If a new position must be created, please submit a Position Data Sheet (PER-36) to the Budget Office for approval.
- If an existing position is being changed from non-budgeted to budgeted, a Position Data Sheet (PER-36) must be completed and sent to the Budget Office for approval.

Summer Salary for Grants and Contracts

- Salary during summer is calculated based on the employees academic year salary.
- Salary should never exceed the academic year salary.
- The following calculation is used to determine the rate of pay for six summer pay periods.

Annual salary divided by 9 months equals the monthly rate. Monthly salary multiplied by the number of summer months divided by the number of pay periods equals summer bi-weekly rate.

$$\$69,000 / 9 = \$7,666.67 \text{ monthly}$$

$$\$7,666.67 \times 3 \text{ summer months} / 6 \text{ pay periods} = \$3,833.34 \text{ biweekly}$$

Unclassified Salary Increases

- If approved, unclassified salary increases will be effective June 10, 2012.
- 9-month employees working on summer school/summer appointments must receive an increase effective June 10, 2012 if they are receiving an increase with their academic year position.
- Those not working in the summer will receive their increase in August.
- The “Unclassified Salary Increase” page from the budget process will be used to automate the salary increases for employees in budgeted positions. HR will send listings each year to colleges of those individuals identified as receiving salary increases.
- An individual Change or Separation Form (PER-39) should be submitted for employees in non-budgeted positions.

THANK YOU FOR VIEWING THIS PRESENTATION! FOR ADDITIONAL INFORMATION ON 9-MONTH UNCLASSIFIED TRANSACTION PROCEDURES, PLEASE REFER TO THE DIVISION OF HUMAN RESOURCES WEB SITE: [HTTP://WWW.KSU.EDU/HR](http://www.ksu.edu/hr) OR CONTACT YOUR HR LIAISON AT 532-6277.