



# Academic Year 2020 - 2021

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## Human Resources Guidelines for Academic Affairs Appointments

### Purpose

It is the intention of the Human Resources Department to ensure that all employment terms, conditions, and actions are carried out in accordance with federal, state, and university regulations and policies, as applicable. To the greatest extent possible, all personnel actions should be implemented on the first day of a new payroll period. This includes promotions, FTE changes, compensation changes, cost center changes, etc. Proactive planning minimizes the workflow burden placed on processing units, opportunities for errors, and reduces liability and risk to both the employee and university's insurance coverage and tax rates.

### Scope

The following procedures are to be followed for faculty appointments, instructional and non-instructional overloads, adjuncts, student scholarly activities, and student hourly jobs during the 2020 – 2021 Academic Year.

### Definitions

**Instructional Overload** – extra university compensation for a **faculty** instructional assignment in excess of a full credit load. Instructional Overloads are submitted with the Manage Period Activity Pay task. The period is the applicable academic term.

**Non-Instructional Overload** – extra university compensation for a non-instructional assignment in excess of a full appointment (1.0 FTE). Non-instructional overloads can **only** be used for faculty or A&P employees. Non-instructional overloads are submitted with the Manage Period Activity Pay task. The period is the current fiscal year.

**Adjunct Instructional** - a qualified person who is hired to teach a specific course. Adjunct Instructional is used for OPS employees and A&P employees teaching a course. Adjunct Instructional appointments are submitted with the Manage Period Activity Pay task. The period is the applicable academic term.

**Summer Faculty Pay** – extra university compensation for 9 month faculty teaching or performing additional work over the summer. Summer Faculty appointments are submitted with the Manage Period Activity Pay task. If instructional, the period is the applicable academic term. If non-instructional, the period is the current fiscal year.

**Student Scholarly Activities** – FGCU students engaged in certain scholarly activities, as identified in FLSA, are eligible to receive a stipend. Student Scholarly Activities are submitted with the Manage Period Activity Pay task. Approved scholarly activities include:

- Teaching Assistants where the primary duty is teaching as the CRN instructor of record
- Instructional Assistants where the primary duty is to assist students by answering questions and assisting with academic work for the instructor of record in the classroom
- Research Assistants where the primary duty is to perform qualifying research on a scholarly research project under a faculty member's supervision.
- Internships where the placement is a requirement of an academic course or program for credit, passing grade, or graduation requirement.

As a general matter, all other student jobs are hourly non-exempt and do not work more than 29 hours per week.

## Appointment Dates

	<b>PERIOD DATES</b>	<b># OF PAYS</b>	<b>FTE (PER CREDIT)</b>	<b>WORK HOURS PER WEEK (PER CREDIT)</b>
<b>FALL 2020</b>	08/17/20 – 12/11/20	9	.075	3
<b>FALL A 2020</b>	08/17/20 – 10/10/20	5	.150	6
<b>FALL B 2020</b>	10/12/20 – 12/11/20	5	.150	6
<b>SPRING 2021</b>	01/11/21 – 05/01/21	8	.075	3
<b>SPRING A 2021</b>	01/11/21 – 03/08/21	5	.150	6
<b>SPRING B 2021</b>	03/15/21 – 05/08/21	5	.150	6
<b>SUMMER A 2021</b>	05/17/21 – 06/26/21	3	.200	8
<b>SUMMER B 2021</b>	06/28/21 – 08/07/21	3	.200	8
<b>SUMMER C 2021</b>	05/17/21 – 07/24/21	5	.120	4.8

## Procedures

1. Colleges/Departments are responsible for communicating the payroll dates to faculty, staff, Adjuncts, and students in a timely manner to allow for individuals to plan accordingly.
2. All appointments resulting in a change of benefit status or payroll taxing should begin on the first date of a pay period. Workday will calculate mid pay period compensation changes but will not calculate mid pay period tax rates or benefit deductions.
3. Personnel Actions should not be communicated to employees until final approval in Workday. This includes notification to the employee that a request was or will be submitted. Once it has been completed, the employee can be notified and the employee will be able to view details on his/her Workday profile page.
4. Employees, including new hires, adjuncts, OPS, and students, may not begin working proposed assignments until the hire or additional assignment has been properly submitted, fully approved, and all processes completed in Workday. Please allow sufficient time for background checks, onboarding, verification of employment eligibility (I-9), and new employee orientation.