

# Summer Appointment Instructions

Summer 2025



# Summer Appointments

## Agenda

- Define the types of summer appointments
- Overview of summer instructional appointments
- How to calculate summer pay
- Summer new hires
- Summer deadlines, Information Sessions

## Why are we doing this training today, what's the impact?

- Summer transaction volume is very high and in a short time-period – over 1,200 with over 60% for June pay and overlaps with July and fall renewals
- Summer deadlines coming sooner than you think, let's start planning now

# Summer Appointments

## What is a Summer Appointment...

- Summer Term is 6/16-9/15, Law Summer Term takes place over 5/16-8/15
- Teaching a summer course
- Other assignments completed by 9-month faculty during the summer term

### Types of Appointments Defined:

- Teaching- Instructional work during summer dates and must be FTE-based
- Research- Research conducted by 9-month faculty often on grants or funding contingent
- Administrative Faculty Assignments- director work or course development FTE-based
- Summer Stipend- flat rate payments for non-research work
- Summer Overload- Usually only for teaching more than one course in a session. Not allowed for 12-month research faculty without VPRI approval.

Overall Summer Appointments: [Web Instructions](#)

# Summer Appointments

## Summer Teaching Appointment Instructions...

- [Instructional Web Guidelines](#)
- **Gather Appointment Information and Calculate Pay for Course**
  - **Appointment Information:** Class(es) teaching, FTE for the course, Summer Session Dates
  - **Calculate Pay for the Course:**
    - **Teaching FTE:** MUST reflect course FTE, based on your [summer policy](#). The FTE is treated similar to a regular academic year term, not based on annualized FTE (COMMON MISTAKE). Base Rate can be adjusted to accommodate changes in the teaching rate for a course.
    - **Base Rate:** Variations in summer base rates from one faculty member to another are possible based on rank achieved, experience, discipline, etc. Base rate does not need to match primary faculty job.
    - **Pay per course (this amount goes on the teaching memo):** calculate the rate using full summer term dates (ex. 6/16-9/15), base rate, course FTE (ex. 0.30). A PAW (Payroll Accounting Webpage) is the current tool used to calculate the pay per course.

## Summer Teaching Appointment Instructions, Cont...

**Teaching Memo:** Each faculty member teaching during the summer needs to receive a teaching appointment memo that tells them their class assignment(s), dates of the class, term FTE, and their pay for each class.

- Can be a .pdf attachment or an email. Faculty notification should be delivered a minimum of 5 weeks prior to start of appointment.
- All summer courses being taught can be on one memo and single summer submission.
- Upload the accepted/signed summer appointment memo with the summer teaching appointment request and summer payroll calculator.
- If summer course being taught by a current hourly 12-month employee, summer course is to be paid hourly. Email [HROPS@uoregon.edu](mailto:HROPS@uoregon.edu) for guidance, and use the hourly memo.

# Summer Teaching Appointment Instructions, Cont...

## Teaching Memo Standard Session Dates:

Summer Term is divided into sessions. Here are the standard sessions and their 2024 dates:

- 8-weeks: 6/24/24 to 8/16/24
- First 4-weeks: 6/24/24 to 7/19/24
- Second 4-weeks: 7/22/24 to 8/16/24
- Full summer (not as common): 6/24/24 to 9/13/24.

For all other courses that are not standard sessions, use the dates of the course.

## Summer Payroll Dates:

Payroll dates align with the standard session dates, and are necessary for accurate summer pay:

- 8-weeks: 6/16/24 to 8/15/24
- First 4-weeks: 6/16/24 to 7/15/24
- Second 4-weeks: 7/16/24 to 8/15/24
- Full summer (not as common): 6/16/24 to 9/15/24.

For all other courses that are not standard sessions, use a minimum of 1 week if less than a week.

# Summer Appointments

## How to Calculate Summer Pay for all other appointments...

- Summer [PAW Instructions](#) and samples.
- Research & Administrative Faculty Assignments- Use the regular base rate
- Summer Stipends- flat rate amounts (BUOSS9)
  - Includes Summer Coordinator (BUOSSC) & Department Head Stipends (BUODHS)
  - **NEW for 2024!** – no PAW required!! On the summer submission form, fill out the start and end dates, total stipend amount, and the labor distribution information in the appropriate fields and select the correct stipend position code.
- Summer Overload – submitted with the rest of the appointments and processed through the summer upload. Should be on the summer instructional appointment.

# Summer New Hires

## **What is the definition of a summer new hire:**

- New to UO, never been employed and not a current employee, and no MyTrack offer pending or completed for fall term 2024 or
- Rehires greater than one year (last day was prior to June 15, 2023),
- Current or former GEs, student or temp employees.

## **What's the process**

- Background check
- Submit the EIF and new hire packet to payroll
- Submit the summer instructional submission with following attached:
  - Background check email clearance, CV, Teaching Memo, Faculty Pay Action Form



# Summer Appointments

## What is University HR Operations looking for when we review a summer appointment?

- The teaching memo total pay matches total "appointment salary" on completed PAW

ACCI	FUND	ORGN	ACCT	PROG	ACTV	Annual FTE	Appointment Salary	Actual FTE	Start	Stop
test			10203			0.0852	5,540.00	0.7841	06/16/2024	07/15/2024
						0.0852	5,540.00			

- Note: appointment salary is "Budget Amt" when filling out the PAW form
- Position and suffix on PAW matches employee information on summer form
- Dates on payroll submission form match payroll submission dates and dates on teaching memo match session dates (see next slide)
- For Admin and Research: annual salary matches **current** base rate including Jan 1 merit (Common Mistake if copying prior year job information, and not updating base pay)

# Summer Appointment Deadlines

**Summer Deadlines:** Submit all paperwork the **15th of the month prior** to the effective date of the summer class. For June, submit sooner where possible.

## Deadlines by contract session:

Contract Session	Duration of Class	Session Start Date	Session End Date	Payroll Submission Start Date	Payroll Submission End Date	Notification Deadline	HR/Payroll Deadline
1	8 weeks	June 24	August 16	June 16	August 15	May 10	May 15
1.1	4 weeks	June 24	July 19	June 16	July 15	May 10	May 15
1.2	4 weeks	July 22	August 16	July 16	August 15	June 10	June 15
2	4 weeks	August 19	September 13	August 16	September 15	July 10	July 15

# Summer Appointments

## What's Your Role...

Bring this information back to your units and those who process summer appointments.

Pay attention to deadlines, and establish unit deadlines with HR deadlines in mind.

Watch messaging in your departments related to summer for accuracy.

Initiate pro-active conversations around who is being hired for summer.



## Open HR Operations “Office Hours” for summer appointments:

**Wednesday March 27th** 11am –12:30pm

**Wednesday April 17th** 1pm-3pm

**Thursday April 25th** 11am –1pm

**Monday May 6th** 1pm-3pm

Questions: [HROPS@Uoregon.edu](mailto:HROPS@Uoregon.edu)