

# Adding Compensation for Faculty Summer Appointments (for Existing Additional Jobs)

Please review summer appointment details prior to proceeding with the following steps.

Details to review include annual work period, % effort, salary, title, etc.

**If any position details need to be changed, you will need to submit both a Job Change/Data Change AND a Request Compensation Change.**

1) Initiate **Request Compensation Change** to restore compensation for a faculty member's summer appointment.

### Effective Date:

- make change effective **before** the annual work period to recognize the encumbrance earlier than when the annual work period would occur.
- make change effective the **same** date as the annual work period if there is not a need to recognize the encumbrance earlier.

**Request Compensation Change**

Use this process for changes to an employee's compensation, such as hiring adjustment, stipend or allowance amount. If em  
Using a beginning and end date for a recurring Allowance payment will ensure the payments start and automatically end at th  
No centrally allocated funds (E&G, DT, UAF, AUF, Investment Earnings and Auxiliary Assessments) or differential tuition are all

Effective Date \* 03 / 01 / 2020

Use Next Pay Period

Employee \* Jane Professor

Position \* Search

- E09796 Assistant Professor
- P-63510 Assistant Professor (+)

2) **Reason:** Select Other Salary Action

### Compensation

#### Effective Date & Reason

Effective Date \* ↶ ✓  
03 / 01 / 2020

Use Next Pay Period  
Yes

Reason \*

Search ☰

× Request Compensation Change >  
Other Salary Action

> Details

3) Click **Add** under Salary

### Guidelines

Total Base Pay Range 📎  
0.00 - 500,000.00 - 1,000,000.00 USD Annual

Compensation Package  
TAMUS Compensation Package

Grade  
Commensurate

Grade Profile  
(empty)

Step  
(empty)

Progression Start Date  
(empty)

### Salary

Add

### Hourly

Add

- 4) Select **Salary** for the Compensation Plan, enter the faculty member's monthly salary under Amount, and select **Monthly** for Frequency.
- 5) Click the Additional Details and enter the **Actual End Date** of the faculty member's summer appointment to remove the compensation after the summer term has ended.

### Salary

Compensation Plan  
X Salary ...

Total Base Pay Range  
0.00 - 500,000.00 - 1,000,000.00 USD Annual

Apply FTE%

Amount \*  
10,000.00

Currency \*  
Search  
X USD ...


Frequency \*  
X Monthly ...

Additional Details

Expected End Date  
MM / DD / YYYY

**Actual End Date**  
08 / 31 / 2020

- 6) **Enter Comment:** FYXX summer appointment



FY20 summer appointment

### Routing:

- HR Contact initiates
- Faculty Partner approves
- Department Head (Manager) approves
- Executive Approver (Damon S.) approves
- Routes back to HR Contact for costing allocation