TEXAS A&M ★ ENGINEERING

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Engineering Payroll

Faculty Summer Appointments (Secondary Positions)

Engineering faculty members typically have a primary position (9 month appointment) and if summer funding is obtained, a secondary position is created for the appropriate term (up to 3 months).

In the spring of 2019, Texas A&M Engineering established a procedure for faculty summer appointments which includes adding end dates on all summer compensation. Entering the end date serves multiple purposes, the first and foremost being accuracy of the position information from one year to the next. The intention of this process is for every summer appointment title, salary, term and funding to be reviewed and updated prior to reinstating compensation each year. In addition, entering an end date prevents the summer position from encumbering funds incorrectly in the next fiscal year, which provides more accurate budgeting for departments. Once funding and the term of a summer appointment are determined, compensation should be reinstated (along with the updated salary and title) so funds are encumbered based on current and accurate information.

Identifying Faculty Appointment Information in Workday

HR Contacts can run the **Compensation Spreadsheet** report in WorkDay to identify appointment information.

The criteria used to run the report is listed below:

- For "Organization", select sup orgs
  - Note: to select all sup orgs in menu display, enter the adloc number, press enter, select Control + A then press enter
- Check the "Include Subordinate Organizations" box
- Select "Faculty" for the "Employee Type"

Once the report has run, sort the employee name column alphabetically so that the primary and secondary appointments for each faculty are grouped together.   This makes it easier to compare the two positions.

Recommended Columns to Compare Data:

Review the following Columns: Name, Employee ID (UIN), Position, Primary Job, Job Profile, Annual Work Period, Compensation Plan Type (note - should be Salary), Compensation Details – Assigned Amount and Actual End Date.

The applicable fields should match when a faculty member has two positions. The additional job for a faculty member should have an end date on the compensation. If the end date is the prior year, the position will not pay in current year until the compensation has been reinstated and a new end date has been added. When updates are needed to either position, please submit the appropriate Workday action.

Instructions on how to remove or end compensation as well as how to add or revise compensation can be found on the Engineering Payroll website under Departmental Resources > Guidelines.

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Example of Correct Entry:

Employee	Employee ID	Position	Primary Job	Job Profile	Annual Work Period	Compensation Plan Type	Assigned Amount	Actual End Date
Prof A Primary Appointment	UIN	E11111 Assistant Professor	Yes	Assistant Professor	9 Month (September 1 - May 31)	Salary	11,626.47	
Prof A Summer Appointment	UIN	P-22222 Assistant Professor - (+)		Assistant Professor	3 Month starting June (June 1 - August 31)	Salary	11,626.47	8/31/2020

Note: the spreadsheet is large so we've hidden other columns to make it easier to read for this example. Please contact Engineering HR/Payroll if you have questions.