Ending Compensation on Faculty Summer Appointments

Use this process to retroactively end the compensation on faculty summer appointment when compensation end date was *not* entered during initial appointment.

1) Initiate **Request Compensation Change** for employee whose compensation needs to be ended.
   - **Enter effective date:** Use the end date of the prior summer appointment as the effective date.
   - Select position: choose employee's summer position

Request Compensation Change

Use this process for changes to an employee's compensation, such as hiring adjustment, stipend or allowance amount. If employee's job is changing along with a compensation on compensation and job changes at http://policies.tamus.edu/31-01-01.pdf

Using a beginning and end date for a recurring Allowance payment will ensure the payments start and automatically end at the appropriate time.

No centrally allocated funds (E&G, DT, UAF, AUF, Investment Earnings and Auxiliary Assessments) or differential tuition are allowed to pay communication allowances.

Effective Date *	08 / 31 / 2019
Use Next Pay Period	☐
Employee *	Joe Professor
Position *	✕ P-69900 Assistant Professor (+)

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

Compensation

Effective Date & Reason

Effective Date *

08 / 31 / 2019

Use Next Pay Period

Reason *

✕ Request Compensation Change > Other Salary Action

> **Details**

3) Under Salary, click **Additional Details.**
Enter the **Actual End Date** of the faculty member's summer appointment to remove the compensation after the summer term has ended.

Salary

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

Apply FTE%
Yes

Amount *

11,440.00

Amount Change

0.00

Percent Change

0

Currency *

X USD ···

Frequency *

X Monthly ···

∨ **Additional Details**

Expected End Date

MM / DD / YYYY 📅

Actual End Date

08 / 31 / 2019 📅

4) Enter Comment: Ending summer compensation

Ending summer compensation.

5) Submit.

Routing:

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