2013 Summer Term Appointment Processing in ARS

Summer Appointments can begin routing April 1, 2013. It is important to note that ARS appointments for J1, H1 or F1 (student) visas or overloads for 12-month faculty and GAs must be approved by Academic Affairs prior to the first day of class. Full-time, Exempt Regular appointees must have an overload memo approved by UHR. The Office of Extended Studies will cancel courses that do not have instructional salary payment approval from the Provost’s office.

The standard Summer Session and pay dates are:

<table>
<thead>
<tr>
<th>Session Code</th>
<th>Term</th>
<th>Session Date</th>
<th>Session Length</th>
<th>Payroll Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>SI 1305</td>
<td>May 28-July 5*</td>
<td>6-Weeks</td>
<td>July 5 (Ppd26) &amp; July 19 (Ppd01)</td>
<td></td>
</tr>
<tr>
<td>SI-A 1305</td>
<td>May 28-June 14</td>
<td>3-Weeks</td>
<td>July 5 (Ppd26)</td>
<td></td>
</tr>
<tr>
<td>SI-B 1305</td>
<td>June 17-July 5*</td>
<td>3-Weeks</td>
<td>July 19 (Ppd01)</td>
<td></td>
</tr>
<tr>
<td>SII 1307</td>
<td>July 8-August 16</td>
<td>6-Weeks</td>
<td>August 2 (Ppd02) &amp; August 16 (Ppd03)</td>
<td></td>
</tr>
<tr>
<td>SII-C 1307</td>
<td>July 8-26</td>
<td>3-Weeks</td>
<td>August 2 (Ppd02)</td>
<td></td>
</tr>
<tr>
<td>SII-D 1307</td>
<td>July 29-August 16</td>
<td>3-Weeks</td>
<td>August 16 (Ppd03)</td>
<td></td>
</tr>
</tbody>
</table>

*July 4; University closed.

Contents

1) ARS Appointment Processes
2) Summer Term Appointments in ARS for J1, H1 or F1 (student) Visas and 12-month GAs and Faculty
3) Summer Pay Appointments in ARS
4) Summer Research Appointments in ARS
5) Copying Summer Appointments From Previous FY

1) Summer Term ARS Appointment Processes

Departments create ARS appointments for Summer Term Faculty in the following situations:

- Summer School appointments for appointees on a J1, H1 or F1 (student) visa will continue to be built and routed in ARS to facilitate review and approval by the Office of International Services.
- Summer School appointments that are processed as overloads because the appointee has an active 12-month Faculty or Graduate Assistant appointment will continue to be built and routed in ARS.
- Summer School ARS appointments and overloads are not required for Exempt Regular appointees who are not on visa.

Please follow the instructions below when processing Summer School appointments for courses taught through OES.

- When the appointee is not on a visa or is not being paid via an overload appointment:
  - In ARS, no records are created.
  - In PHR, if this is a “new” or “initial” appointment, the department will complete employee demographic and degree screens.
**PHR Employee Demographic Screen**

Complete employee demographic screen and enter the following in the Notes field:
- Enter the employee’s three previous non-UMCP employers listing Employer/Company Name/Institution Name, employee’s title, and employment start and end dates.
- Enter if person works for a state agency.

**PHR Degree Screens**

- For all degrees earned, complete institution, degree, discipline, degree date and honorary fields.
  - In PHR, the Office of Extended Studies (OES) will create a summer school appointment after performing any appropriate credentials checks and the OES approver will be the “final” approval.
- When the appointee is a re-employment appointment (following a break in service), departments must update the employment history (EMS) and degree information (ARSDEG) in ARS.
- When the appointee is on a visa or is being paid via an overload appointment (because he/she is a 12-month faculty or graduate assistant):
  - In ARS, the department will create an EMS record, ARSDEG records and an appointment, and it will route through the college, OIS (if applicable), and the Provost’s Office.
  - In PHR, if this is a “new” or “initial” appointment, the department will create an employee demographic record. (Note: Because degree data from ARS displays in PHR, PHR degree screens will not be completed.)
  - In PHR, after checking for ARS final approval, the Office of Extended Studies (OES) will create a summer school or overload appointment and the OES approver will be the “final” approval.

### Summary of the Summer Term Faculty Appointment Requirements

<table>
<thead>
<tr>
<th>APPOINTEE TYPE</th>
<th>ARS SUMMER SCHOOL APPOINTMENT</th>
<th>ARS OVERLOAD APPOINTMENT</th>
<th>INSTRUCTIONAL CONTRACT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full- and part-time Summer Term faculty and Graduate Assistants working as Lecturers on a VISA</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full-time Summer Term faculty and full- and part-time Graduate Assistants working as lecturers</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Part-time Summer Term faculty</td>
<td>Yes</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td><strong>Full- and part-time Summer Term faculty and Graduate Assistants working as Lecturers not on a VISA</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>33-Exempt Regular appointees working as Summer Term lecturers</td>
<td>No</td>
<td>Overload Memo to UHR (No ARS)</td>
<td>Yes</td>
</tr>
<tr>
<td>9-month faculty including “new” hires</td>
<td>No</td>
<td>N/A</td>
<td>Yes</td>
</tr>
<tr>
<td>12-month, full-time faculty</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>12-month, part-time faculty</td>
<td>No</td>
<td>N/A</td>
<td>Yes</td>
</tr>
<tr>
<td>12-Month faculty - salary to be transferred back to department</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>12-month, full- or part-time graduate assistants working as Summer Term lecturers</td>
<td>No</td>
<td>Yes*</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Full- and part-time graduate assistants working as Summer Term TAs (a non-teaching assignment) regardless if on a VISA</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-month, full-time graduate assistants working as Summer Term TAs over 40 hours per week (Administrative Overload)</td>
<td>No</td>
<td>Yes*</td>
<td>No</td>
</tr>
<tr>
<td>APPOINTEE TYPE</td>
<td>ARS SUMMER SCHOOL APPOINTMENT</td>
<td>ARS OVERLOAD APPOINTMENT</td>
<td>INSTRUCTIONAL CONTRACT</td>
</tr>
<tr>
<td>---------------</td>
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<td>--------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>12-month, part-time graduate assistants working as Summer Term TAs less than 40 hours per week</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

*Submit a Graduate Student Overload Assignment Request form to Barbara Ferguson in the Graduate School by fax at 4-9305 or campus mail. Departments must receive Graduate School overload approval prior to processing the ARS administrative overload appointment.

2) **Summer Term Appointments in ARS for J1, H1 or F1 (student) Visas and 12-month GAs and Faculty**

The Office of Extended Studies will approve department *Extended Studies Course Proposal* form budgets by March 29, 2013. Summer Term appointments will not be approved in ARS unless the *Extended Studies Course Proposal* forms are approved and include the names of the Lecturers. If the Lecturer for a course changes, it is the responsibility of the unit to notify the Office of Extended Studies so that the name on the *Extended Studies Course Proposal* form can be changed before an ARS appointment will be approved.

Departments will create and route appointments in ARS for J1, H1 or F1 (student) visas and 12-month GA Summer Term appointees. ARS Summer Term appointments must be routed to Academic Affairs beginning April 1, 2013. If the summer instructor is employed by a Maryland state agency or other institution in the University System of Maryland, the instructor must obtain written approval from his/her supervisor to teach. This written approval must be submitted to Academic Affairs along with the ARS appointment.

The Office of Extended Studies will enter the ARS-approved summer appointments into PHR. However, departments must enter the Demographic and Degree information into PHR. Returning appointees or faculty should already be in the system, but new appointees must be entered.

**OES must receive all electronic overload approvals by May 10, 2013 for Session I and June 21, 2013 for Session II. It is important to note that, per the Provost's directive, OES will cancel any summer courses whose faculty has not received overload approval by the first day of class.**

Creators need to observe the following guidelines when creating Summer Term Appointments:

1. Summer appointments should be created under the current fiscal year - **FY13**. (Only Summer Session II Overload appointments should be created under **FY14**.)

2. If an appointee is teaching in consecutive summer sessions, one ARS appointment may be processed with duration dates that encompass all summer sessions and the "rates" for each session detailed in the COMMENT field on the APTU screen, i.e. $7,235: SSI $3,500, SSII $3,735, OR $5,367: SSI $3,500, SSIIIC $1,867.

3. Other Notes:
   - **ACTION** must = "S" Summer Appt (or "I" Initial Appt when it is the appointee's first-ever appt in ARS)
   - **TYPE** must = "SS" Summer School
   - **CATEGORY & TITLE** should follow whatever is appropriate for the individual.
   - **DURATION** must = "09" Other Fiscal - Creators will define the appropriate start and end date of the summer appointment.
   - **OPEN** must = "T" Term Appt
   - **APPT FTE** must = 0.00
3) Summer Pay Appointments in ARS

Summer Pay Appointments will also be processed in ARS. ARS Summer Pay Appointments must be routed to Academic Affairs beginning April 1, 2013.

The Office of Extended Studies does not put Summer Pay appointments into PHR. Your unit will need to create and release these appointments in PHR after the appointments are approved in ARS.

The same guidelines outlined above in Summer Term section for:

**ACTION, CATEGORY, DURATION, EMPL %, FTE SALARY** and **DUTIES** fields should be followed for summer pay appointments.

- **TYPE** must = “SP” Summer Pay
- **FY/CAL YR ENCUMB** must = the actual earnings for the paid appointment
- **FRS#** should be completed as appropriate
- **COMMENT** must contain a brief description of the appointee’s responsibilities for the summer
  - **Example**: “Directing computer laboratory project” or “Director of the career office for the summer”. Include “based on ___% pro-rated to ___ work days.”

Some additional compensation guidelines for summer pay appointments are as follows:

- Faculty members who have administrative responsibilities for the summer and will be compensated with state funds: 9.5 & 10 month faculty can earn up to 20% and 9 month faculty can earn up to 30% of their FY13 salary for full-time work performed over the entire summer.
- Faculty members working full-time for half of the summer can earn up to 10% of their salary.

4) Summer Research Appointments in ARS

ARS Summer Research Appointments must be routed to Academic Affairs by May 22, 2013.

The Office of Extended Studies does not put Summer Research appointments into PHR. Your unit will need to create and release these appointments in PHR after the appointments are approved in ARS.

The same guidelines outlined above in Summer Term section for:

**ACTION, CATEGORY, DURATION, EMPL %, FTE SALARY** and **DUTIES** fields should be followed for summer research appointments.

- **TYPE** must = “SR” Summer Research
- **FY/CAL YR ENCUMB** must = the actual earnings for the research appointment
- **FRS#** should be completed as appropriate
- **COMMENT** must contain, “Faculty member will receive amount of $____ based on ____% of grant funds for FY____ for annual salary of ____ pro-rated to ____ work days.”
Note: Summer Research Appointments are required for faculty only; do not route appointments for summer research paid to Graduate Assistants.

Copying Summer Appointments from Previous FY

Don't forget to save yourself time when creating summer session ARS/ARS overload appointments for returning instructors. COPY Summer Session I & II appointments from the previous Summer Term that the instructor was employed and update the fiscal year to FY13 or, for summer session II overload appointments only, use FY14.

- On the APTU screen, enter the appointee's last name or FID and the fiscal year of the appointment you want to copy.
- Press {enter}
- Press F10=New Appt
- Press F2=New Appt
- Type new fiscal year (13) for Summer Session I & II or fiscal year (14) for only Summer Session II overload appointment
- Press F4=Copy
- On copy screen, indicate (Y/N) which elements of the report you wish to copy. Do not copy the comments regarding last summer's appointment.
- On copy screen, place cursor on the summer appointment from previous summer appointment and press F2=Copy.