FY14 Winter Term Appointment Processing

The Winter Term 2014 dates are January 2 - 22, 2014.

Winter Term Payments

WT faculty and teaching assistants will receive one payment on **February 14, 2014**, pay period 16, for the three-week Winter Term. WT student/hourly employees will receive payment in pay periods 16 and 17 based on their web-based timesheet entry dates in PHR.

Updates for Departments to Complete in PHR

Please note: OES will build all appointments in PHR to pay the Winter Term OES instructors, Graduate Assistants and Labor appointments.

In order for OES to process PHR appointments, departments must first complete the following:

*For new instructors and TAs*, the department must enter the Employee Info, Education and check distribution information in PHR.

*For current instructors and TAs*, the department must verify check distribution in PHR.

*For returning instructors and TAs*, the department must update Employee Info, Education and check distribution information in PHR.

In addition, the department is responsible for completing/updating the Employee Visa Information (Visa/Non-Res) page, if applicable, in PHR.

Required Winter Term Overload Approval for Instructors and TAs on Overload

It is important to note that, per the Provost's directive, OES will cancel any Winter Term courses whose faculty has not received overload approval by the first day of class.

*Full-time faculty on regular 9, 9.5, 10 & 12 month appointments*: Departments process and email request to acquire supervisor approval for Winter Term Overload appointments. Faculty on regular 9, 9.5 10 & 12 month appointments generally teach Winter Term courses offload so their Winter Term teaching should not affect their obligations for the Fall or Spring semesters. If the 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. It is the responsibility of the department to obtain this approval and forwarded it to OES at oes-finance@umd.edu. See template below to create email request for **Winter Term Overload Appointments** approval. Provide OES with a copy of any approvals by email to oes-finance@umd.edu. If the instructor is working on a F1, H1 or J1 Visa, the Employee Visa Information (Visa/Non-Res) page in PHR must be completed by the department.

*Graduate Assistant (full or part-time working as lecturer or full-time working as TA)*: The Graduate School provides Overload instructions for graduate assistants employed during the Winter Term at [www.gradschool.umd.edu/images/uploads/Graduate%20Student%20Overload%20Assignment%20Request.pdf](http://www.gradschool.umd.edu/images/uploads/Graduate%20Student%20Overload%20Assignment%20Request.pdf)
Departments complete form and route directly to OES at oes-finance@umd.edu. Do not send to the Graduate School. OES will build appointments in PHR. If GA is working on a F1, H1 or J1 Visa, the Employee Visa Information (Visa/Non-Res) page in PHR must be completed by the department.

33-Exempt Regular Employees working as Winter Term lecturers or TAs: Winter Term Overload Appointments approval must be obtain by the department, approved by supervisor, college and UHR. See template below to create email request. Once all approvals have been obtained, route to OES at oes-finance@umd.edu.

Template for Supervisor Approval Winter Term Overload Appointments

Dr. (Instructor’s Supervisor),

I am requesting an overload approval for (Name and UID #), a (title) with a (type of appointment) appointment in the Department of (Department), for the Winter Term course (Course) during Winter 2014. Your positive response will serve as your approval for this overload. The overload payment for this course will be $_________ and will be processed by the Office of Extended Studies in the University's PHR systems. This overload payment is for an assignment that is not a part of (instructor)’s regular duties. In forwarding this request, (instructor) and his/her supervisor mutually acknowledge and agree that (1) the employee has permission to work on an overload basis; (2) performance of the overload duties will not occur at time periods during which the employee performs his/her regular duties; (3) performing this overload will not otherwise interfere with the performance of the employee’s regular duties. Please indicate your permission for (instructor) to teach this course by replying to this email by (date). Thank you for your consideration. Please contact me at 301/_____ or ________@umd.edu if you have any questions or concerns.