

**INSTRUCTIONS FOR PROCESSING SUMMER JOBS FOR ACADEMIC STAFF IN BANNER
(FACULTY, ACADEMIC PROFESSIONALS, OTHER ACADEMICS)
NOT GRAD ASSISTANTS, SEE SEPARATE INSTRUCTIONS
Revised – 04/17/2006**

Unit completes, routes for approvals and submits Human Resources Transaction Checklist to Academic Appointments Processing (AAP).

Reminder: Banner will pay actual workdays of the partial months and will pay the whole assigned salary in any full months.
The official Summer Session I pay dates are now 5/16-6/15.
The official Summer Session II pay dates are now 6/16-8/15.

Members of the academic staff on an academic year job who are granted non-teaching summer jobs exceeding two months and exceeding a total salary greater than two-ninths of the full-time equivalent academic year salary must be submitted with the Request for Exception to Limit on Summer Job (<http://www.fs.uiuc.edu/CAM/CAM/ix/ix-c/ix-c-21attach.pdf>). For academic professionals on 10-month service, additional employment for periods when service is not normally expected would be paid at the rate per month of one-tenth of the annual salary. Requests for jobs exceeding one month and exceeding a total salary greater than one-tenth of the full-time salary must also be accompanied with the Request for Exception to Limit on Summer Job form.

Special Instructions – Summer Job for 9/9 academics or New Hire 9/12 for fall 2006: If the academic is **9/9** or if this is a **new hire for fall 9/12** faculty or other academic, or a **new hire for fall 10/12** academic professional: to add a summer job you will need to:

- a) complete a HR Transaction Checklist
- b) use the **same** position number as the **fall** (the 9/9, 9/12 or 10/12) job, with the next available suffix (ex. 01)
- c) note in the Memo area: adding a new summer job, with the dates, amount, org, etc.
- d) the P-class will match the fall job
- e) the E-class will match the fall job
- f) do **not use** the summer e-class (MM) or summer p-class codes (SMMR) as outlined in the standard instructions below

Example of above:

The **fall** job will be position number with suffix = Uxxxx-**00**; job type = Primary; Job Begin Date = August 16, XXXX.

The **summer** job will be same position number with the next suffix = Uxxxx-**01**; job type = Secondary; Job Begin Date = May 16, XXXX or June 16, XXXX

Note, if this is a new hire for fall 9/12 Faculty or Other Academic, or a new hire for fall 10/12 Academic Professional, also send in the HR Transaction Checklist for the job beginning in the Fall along with the Summer job Checklist.

Standard Instructions for Summer Job – Academic Job is driven by SERVICE DATES

1. Use an existing pooled academic summer position, or if Unit does not currently have a pooled academic summer position, create a pooled position (call HR at 265-6549 for a position number). Use **SMMR** for the P-class and **MM** for the E-class when establishing the position. Note: your unit may have a pooled academic summer position resulting from last year's summer jobs transactions.
2. Initiate Human Resources Transaction Checklist (http://www.pso.uiuc.edu/HR_Applications/Banner_Basics.htm) to communicate the job information to be added.
3. Complete the **MEMO** area with the following type of information:
Adding summer job; provide actual service dates, whether or not administrative increment is included in calculations, and any additional supporting information or instructions as needed (be specific)
4. Enter new job information in the **NEW JOB** section on the Transaction Checklist:
Using SERVICE DATES:
 - a. Position/suffix = pooled academic position number with suffix "**S0**"
 - b. Begin Date = job begin date (the actual service begin date...ex. 5/13 or 6/1)
 - c. Job Type = Overload
 - d. Title = title of job for which service will be provided
 - e. P-Class = SMMR
 - f. FTE = FTE employee is providing service
 - g. Assign Salary = 1/9 rate based on service FTE (i.e. 1/9 if 1 FTE, 1/2 of 1/9 if .5 FTE)
 - h. Factors and Pays = the number of months payment will be distributed (1, 2 or 3)
 - i. Timesheet Org = Organization paying for the job
 - j. E-class = MM (Summer Pay)
 - k. End Date = job end date (actual service end date...ex. 6/30 or 8/10)
 - l. Change Reason = ADD SUMMER JOB
 - m. C-FOAPAL = labor distribution information (if different from position labor distribution)
5. Home unit routes documents for approvals and subsequent submission to AAP for review and entry into Banner. If not home unit, route documents for approval and then forward to home unit for approval and subsequent submission to AAP for review and entry into Banner. AAP will also add an end summer job record in Banner. **Note, if this is a new hire for fall 9/12 faculty or other academic, or a new hire for fall 10/12 academic professional, also send in the HR Transaction Checklist for the job beginning in the Fall.**

Standard Instructions for Summer Job – Academic Job is driven by TOTAL AMOUNT TO BE PAID

1. Use an existing pooled academic summer position, or if Unit does not currently have a pooled academic summer position, create a pooled position (call HR at 265-6549 for a position number). Use **SMMR** for the P-class and **MM** for the E-class when establishing the position. Note: your unit may have a pooled academic summer position resulting from last year's summer jobs transactions.
2. Initiate Human Resources Transaction Checklist (http://www.pso.uiuc.edu/HR_Applications/Banner_Basics.htm) to communicate the job information to be added.
3. Complete the **MEMO** area with the following type of information:
Adding Summer Job; provide actual service dates (ex. May 16, 2005 thru Aug. 15, 2005), whether or not an administrative increment is included in calculations, and any additional supporting information or instructions as needed (be specific)
4. Enter new job information in the **NEW JOB** section on the Transaction Checklist:
Using TOTAL AMOUNT TO BE PAID
 - a) Position/suffix = pooled position number with suffix “**S0**”
 - b) Begin Date = pay begin date (i.e. 5/16 or 6/16)
 - c) Job Type = Overload
 - d) Title = title of job for which service will be provided
 - e) P-Class = SMMR
 - f) FTE = FTE employee is providing service
 - g) Annual Salary = total amount to be paid
 - h) Factors and Pays = the number of months payment will be distributed (1, 2 or 3)
 - i) Timesheet Org = Organization paying for the job
 - j) E-class = MM (Summer Pay)
 - k) End Date = pay end date (i.e. 6/15 or 8/15)
 - l) Change Reason = ADD SUMMER JOB
 - m) C-FOAPAL = labor distribution information (if different from position labor distribution)
5. Home unit routes documents for approvals and subsequent submission to AAP for review and entry into Banner. If not home unit, route documents for approval and then forward to home unit for approval and subsequent submission to AAP for review and entry into Banner. AAP will also add an end summer job record in Banner. **Note, if this is a new hire for fall 9/12 faculty or other academic, or a new hire for fall 10/12 academic professional, also send in the HR Transaction Checklist for the job beginning in the Fall.**