

MEMORANDUM

TO: Deans and Department Heads

FROM: Erik Flemming, HR Director Payroll & Benefits

DATE: April 7, 2008

SUBJECT: **2008 Summer School and Summer Pay Deadlines and Pay Dates**

The following attachments concern the deadlines for processing personnel action papers for payments to faculty during the summer of 2008.

Attachments I and II (Summer School) provide detailed information relating to processing the required personnel papers and the pay dates for the various sessions of summer school.

Attachment III (Summer Pay) provides detailed information relating to processing the required personnel papers for faculty involved in various other summer programs of the University.

Any questions concerning processing summer school or summer pay forms should be directed to the Human Resources Office at 656-3350.

Attachment I

FOR CURRENT PAYROLL

DATES FORMS REQUIRED FOR SUMMER SCHOOL AND PAY DATES

Forms Required - Due Date

	Maymester	1 st Summer Session	2 nd Summer Session	Nine Week Session	Eleven Week Session	Three Week Session
Summer School Dates	05/12-05/27	05/20-06/24	07/02-08/06	05/20-07/18	05/20-08/06	1 st 05/19-06/06 2 nd 06/09-06/24 3 rd 06/30-07/18 4 th 07/21-08/06
Appointment Personnel Action Entered in CUBS	05/15/08	05/15/08	06/25/08	05/15/08	05/15/08	05/29/08 06/12/08 07/10/08 07/24/08
SS/SP Spreadsheet Due to Payroll	05/20/08	05/20/08	07/01/08	05/20/08	05/20/08	06/03/08 06/17/08 07/15/08 07/29/08
Pay Dates for Summer School	05/30/08	1/3 05/30/08 1/3 06/13/08 1/3 06/27/08	1/3 07/11/08 1/3 07/25/08 1/3 08/08/08	1/5 05/30/08 1/5 06/13/08 1/5 06/27/08 1/5 07/11/08 1/5 07/25/08	1/6 05/30/08 1/6 06/13/08 1/6 06/27/08 1/6 07/11/08 1/6 07/25/08 1/6 08/08/08	06/13/08 06/27/08 07/25/08 08/08/08

NOTE: The above pay dates are contingent upon the submission of pay authorizations by the department according to the established deadlines.

Attachment II

FOR LAG PAYROLL

DATES FORMS REQUIRED FOR SUMMER SCHOOL AND PAY DATES

Forms Required - Due Date

	Maymester	1 st Summer Session	2 nd Summer Session	Nine Week Session	Eleven Week Session	Three Week Session
Summer School Dates	05/12-05/27	05/20-06/24	07/02-08/06	05/20-07/18	05/20-08/06	1 st 05/19-06/06 2 nd 06/09-06/24 3 rd 06/30-07/18 4 th 07/21-08/06
Appointment Personnel Action Entered in CUBS	05/29/08	05/29/08	07/10/08	05/29/08	05/29/08	06/12/08 06/25/08 07/24/08 08/07/08
SS/SP Spreadsheet Due to Payroll	06/03/08	06/03/08	07/15/08	06/03/08	06/03/08	06/17/08 07/01/08 07/29/08 08/12/08
Pay Dates for Summer School	06/13/08	1/3 06/13/08 1/3 06/27/08 1/3 07/11/08	1/3 07/25/08 1/3 08/08/08 1/3 08/22/08	1/5 06/13/08 1/5 06/27/08 1/5 07/11/08 1/5 07/25/08 1/5 08/08/08	1/6 06/13/08 1/6 06/27/08 1/6 07/11/08 1/6 07/25/08 1/6 08/08/08 1/6 08/22/08	06/27/08 07/11/08 08/08/08 08/22/08

NOTE: The above pay dates are contingent upon the submission of pay authorizations by the department according to the established

Attachment III

SUMMER PAY PROCESSING - INFORMATION

This year, the following options will be made available for processing Summer Pay payments: (Please refer to HR special pay deadlines.)

(Summer Pay) Payment of Currently Employed Personnel-

A) Departments/budget centers may choose to add these payments using the special pay data entry screen in PeopleSoft.

(or)

B) You may choose to add these payments to the 9MA paysheets (spreadsheets) payroll will be sending out by clearly indicating the earnings code **SP- (Summer Pay).**

(If you are paying an employee that is not in your college, you will need to do a hard copy special pay.)

Payment of New “Temporary Appointment” Professional Personnel

Temporary faculty hired for the summer sessions only should be hired as regular temporary employees (12L). These appointments should be entered by 05/29/08 and will receive their first paycheck on 06/13/08.

Payment of Nine-Month Faculty Who Are Retiring June 30, 2008.

Nine-month faculty who are retiring June 30, 2008 and who will be due Summer Pay for the period June 27 & June 30 will receive this payment on July 11, 2008. These payments should be entered by departments/budget centers using the online special pay data entry panel in