Human Resources Guidelines for Academic Affairs Fall Appointments

Purpose

It is the intention of the Human Resources Department to ensure that all employment terms, conditions, and actions are carried out in accordance with federal, state, and university regulations and policies, as applicable. To the greatest extent possible, all personnel actions should be implemented on the first day of a new payroll period. This includes promotions, FTE changes, pay increases, labor distribution changes, etc. The proactive planning of personnel appointments minimizes the workflow burden placed on processing units and reduces liability and risk to both the employee and university’s insurance coverage and tax rates.

In continuing with the new position numbers for Academic Affairs implemented in Fall 2015 to improve accuracy and efficiency, the following procedures outline the steps to completing paper appointment forms and electronic personnel action forms (EPAF) for academic and student appointments.

Scope

The following procedures are to be followed for faculty appointments, instructional and non-instructional overloads, adjuncts, student scholarly activities, and student hourly jobs in the fall semester.

Definitions

**Instructional Overloads (positions starting with OVxxxx)** – extra university compensation for an instructional assignment in excess of a full appointment (1.0 FTE). (Max compensation is $1000 per credit hour). These transactions will be accepted using the OVLOAD EPAF or a paper appointment form.

**Non-instructional Overloads (positions starting with OVxxxx)** – extra university compensation for a non-instructional (administrative) assignment in excess of a full appointment (1.0 FTE). (Max compensation is $1000 per credit hour). These transactions will be accepted using the OVLOAD EPAF or a paper appointment form.

**Adjuncts (positions starting with ADJxxx)** - a qualified person who is hired to teach a specific course and are part-time. (Max compensation is $916.67 per credit hour). These transactions will be accepted using the ADJNCT EPAFs or a paper appointment form.
Student Scholarly Activities (positions starting with Sxxxx) – FGCU students engaged in scholarly activities are eligible to receive a stipend. These transactions will be accepted using the SSAPPT EPAFs or a paper appointment form. Please note, positions are indicated as being specifically for graduate students. Please use caution when selecting the appropriate position number. Approved scholarly activities include:

- Teaching Assistants where the primary duty is teaching as the CRN instructor of record
- Instructional Assistants where the primary duty is to assist students by answering questions and assisting with academic work for the instructor of record in the classroom
- Research Assistants where the student is engaged in original, professional-level research that is primarily for the purpose of supplementing the student’s educational experience

Student Hourly Jobs (positions starting with STxxxx) – FGCU students are employed by the unit/department/college and are clerical or given a set of duties to perform. Please note, positions are indicated as being specifically for graduate students. Please use caution when selecting the appropriate position number. These transactions will be accepted using the STHRLY EPAF or a paper appointment form.

Appointment Dates

For 2016, the fall semester dates are as follows:

<table>
<thead>
<tr>
<th>Semester Dates</th>
<th>Payroll Start</th>
<th>Payroll End</th>
<th># of Pays</th>
<th>FTE</th>
<th>Hours Per Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/17/16-12/09/16</td>
<td>8/28/2016</td>
<td>12/17/2016</td>
<td>8</td>
<td>0.225</td>
<td>18.00</td>
</tr>
</tbody>
</table>

Changes to labor distributions on these positions will not be accepted if a scholarly activity or if a jobs extends beyond first day of the semester or the last day of the semester, then a new paper appointment form or electronic personnel action forms (EPAF) must be submitted.

Procedures

1. Colleges/Departments are responsible for communicating the payroll dates to faculty, staff, Adjuncts, and students in a timely manner to allow for individuals to plan accordingly.

2. All fall appointments should be approved and submitted for processing at least two weeks in advance of the effective date. Submissions which arrive in Human Resources after the payroll deadline may result in a change in the effective date equal to the start of the next pay period.
3. When preparing Employee Change Forms, Appointment Forms, or Electronic Personnel Action Forms (EPAF’s) to implement personnel actions, please keep in mind that the effective date should be set far enough in advance to allow time to obtain Department/Dean, Human Resources, Budget/Funding, and President/Vice President approval; as applicable, prior to the proposed effective date.

4. Personnel Actions should be communicated to employees only with approval from Human Resources. This includes notification to the employee that a request was or will be submitted. Once it has been approved, the department will receive notification from HR and then should communicate the change, including the effective date, to the employee.

5. Employees, including new hires, adjuncts, OPS, and students, may not begin working proposed assignments until the personnel action has been properly submitted, fully approved, and fully processed by the Human Resources Department. Please allow time for background checks and verification of employment eligibility (I-9).