

Summer PWAAPPT Instructions

Summer term teaching appointments are entered in the appointment system (PWAAPPT) in a similar manner as academic year teaching appointments. Below are the step by step instructions for a typical summer term instructional appointment.

Appointment Tab

Follow the directions on our PWAAPPT overview for RTOs with the following guidelines applied:

- **Position #:** BUOWTS
- **Date Range:** Use the dates of the summer sessions being taught by the employee.
If teaching more than one session, you can issue the contract for both sessions on one contract in the same department.
Examples: 6/16/2015-7/15/2015, 7/16/2015-8/15/2015, etc
- **Contract Type:** DSUM
- **Faculty type:** DADJ20
- **Classification:** Classifications will **not** be used for summer appointments.
- **Rank:** Use the rank the employee carries during the academic year or Instructor.
- **Title:** Use the title the employee carries during the academic year or if new Adjunct Instructor.
- **VP:** Barbara Altmann

Person Tab

Complete in the usual fashion. If having delivered to the department, put the department name on Street Line 1 and "University of Oregon" on Street Line 2.

Important: Select the appropriate Salutation (Dr., Ms., Mr. etc).

Pay Tab

Top Block:

- **Annual Basis:** 9
- **Base Rate:** Enter the summer base rate
- **Change Reason:** New = AAHIR

Renewal = BREAP (Use if had a summer appointment in the department previously with the same suffix)

Center Block:

Create separate pay records for each summer term session. Examples: 6/16/2015-7/15/2015, 7/16/2015-8/15/2015, etc. Use the appropriate EClass Code: If over 50% UA, otherwise UC.

Bottom Block:

- **Labor Distribution:** Fill in the appropriate index(es) to pay the employee from for the course listed above..

- **Account:** 10203 = Summer Unclassified Pay - Instruction
- **Percent:** Must be entered.

SAVE!!!

Comments Tab

Summer teaching RTOs **must** include the following details of the assignment(s) in the **Contract Comments** section and these details will be included in the contract:

- Class subject, number, and course credit hours.
- First and last day of class.
- **Overload if any. See the Overload Instructions below.**

Print RTO

Once everything has been entered, select Print the RTO under the options menu at the top of the screen. Review document for accuracy.

Department Close

After reviewing the RTO and it is ready to be routed for signatures, select Department Close under the options menu at the top of the screen. Send hire packet to the Dean's office for approval with the documentation as indicated in the table below:

Type of Faculty Member	Required Recruitment and Contract Documentation	Send Final Approved Packet to:
New Instructors– 4 Credit Hours or Less	<ul style="list-style-type: none"> • RTO • Vitae • Unclassified Short Form 	Human Resources
New Instructors– More than 4 Credit Hours	<ul style="list-style-type: none"> • AAEO compliance statement • RTO • Vitae • Unclassified Short Form 	Human Resources
Current Instructors– AY 14-15 or Fall 2015 Instructors in the Academic Unit	<ul style="list-style-type: none"> • RTO 	Human Resources

Overload

Overload payments are the exception in summer term, but it is understood that they can occur. Any overload **must** be communicated on the summer RTO in the **Contract Comments**.

Include the following:

“In addition to the regular pay, Overload will be paid as follows:”

Position: BUOOLT-00 Include the correct suffix for the department.

FTE:	0.50	Express as a decimal. Example 50% = 0.50
Pay Amount:	\$653.50	Enter the calculated dollar amount based on the FTE.
Date Range:	6/15/15-7/14/15	ONLY Include if different than the contract dates – Payroll will assume the dates are the same as the contract dates if not included here.
Index:	ZZZZZ	ONLY Include if different than the contracted index – will assume it is the same as the index on the Pay tab if not included here.

In the **Internal Comments**, include a justification for the reason for the overload:

Example: 0.50 FTE Overload Includes – Teaching a 4 credit course in the first 4 week summer session in addition to a 4 credit course in an 8 week session.