Summer Instructional Pay Guidelines

1. For the purpose of this form, a new employee is considered to be someone who has not held a position at the University during the past year.
   - Departments must notify Human Resources of all new employees they hire for the summer session prior to the beginning of the session.
   - A new employee must have employment and payroll forms completed prior to, but no later than the first day of employment.
   - Contact Human Resources at extension 4114 for questions concerning previous employment and employment eligibility.

2. Faculty instruction: enter the amount to be earned, the course number and credit hours in the appropriate row for the session.

3. Faculty non-instruction: enter the amount to be earned and indicate in the Comments section a brief explanation of the non-instructional duties to be compensated.

4. Chairperson support: enter the amount to be earned in the appropriate row for the session.

5. This form is NOT to be used for payment to employees for work in non-exempt positions. If funding for hours worked is to be from summer accounts, then a transfer of funds should be used and hours worked are to be reported on the employee’s Kronos timecard.

6. Following approvals by the department chairperson and dean, the pay authorization is to be forwarded to the Office of the Controller.

7. Corrections to submitted pay authorizations:
   - Change in dollar amount: Requires new form with new signatures to supersede previous form. New form MUST comment that it is superseding previous form in order to avoid overpayment.
   - Change in appointment term or index: Email the change to Assistant Payroll Manager, with copy to the appropriate dean’s office for approval.
   - Cancellation: Provide to Payroll a copy of the original form, clearly marked CANCEL and with effective date of cancellation.

8. Payroll will calculate the pay increments which will be issued according to the following schedule:

   **Summer Academic Payroll SA-1**
   - In full for 3-week session beginning in May
   - One-half for 7-week session beginning in May
   - One-third for 11-week session beginning in May

   **Summer Academic Payroll SA-2**
   - In full for 4-week session beginning in June
   - One-half for 7-week session beginning in May
   - One-half for 8-week session beginning in June
   - One-third for 11-week session beginning in May

   **Summer Academic Payroll SA-3**
   - In full for 4-week session beginning in July
   - One-half for 8-week session beginning in June
   - One-third for 11-week session beginning in May

9. Pay issue dates for Summer Academic Payrolls are posted on the One-Time/Summer Payroll tab at [http://www.indstate.edu/payroll/link1/index.htm](http://www.indstate.edu/payroll/link1/index.htm). Questions regarding pay dates may be directed to the Payroll Office at extension 3533.