



**2024 Summer ECOM and Instruction Overview**

**CAS Step-by-Step Summer ECOM Process**

1. **Request:** Submit the online [Summer Compensation Request Form](#) for ALL summer ECOM.
2. **Approval:** The request will be reviewed by Dean’s Office HR and Budget/Grants and then you will receive an email of approval or denial from your assigned [CAS HR Manager](#).
3. **Offer Letter:** Draft the summer compensation offer letter based on the university template for FTE faculty, adding details about the responsibilities of the faculty member during this ECOM appointment, and send to the faculty member to sign.
4. **Summer Hire eform:** Submit the Summer Hire eform in HCM Peoplesoft, attaching the College approval and signed summer offer letter.

<b>Summer ECOM FAQs</b>
<b>What is summer ECOM?</b>
Compensation for sponsored research and other duties <u>not related to teaching</u> in summer sessions, also known as extra compensation.
<b>Who is eligible to receive summer ECOM?</b>
FTE Faculty who are out of their pay basis.
<b>When can someone receive summer ECOM?</b>
*For 9-month FTE Faculty: May 16, 2024 – August 15, 2024 *For 11-month FTE Faculty: ECOM can only be requested during their designated month off.
<b>What should be included in the justification on the request for summer ECOM?</b>
A detailed description as to what research or duties will be performed to warrant extra compensation. This information will also be required to include in their ECOM offer letter.
<b>When is a request required for summer ECOM?</b>
For College records, a request is required for <u>ALL</u> summer ECOM regardless of funding source.
<b>What is the maximum compensation for summer ECOM?</b>
*For 9-month FTE Faculty: 33.85% of their preceding academic year salary (as of 5/15/2024) *For 11-month FTE Faculty: 9.36% of their preceding academic year salary (as of 5/15/2024)
<b>What if I have someone who is teaching and requesting summer ECOM?</b>
You will submit a request for each on the appropriate request forms. HCM does not yet have the functionality to support submitting both summer instruction and ECOM on the same eform. Once the request is approved, you will submit each action on separate HCM Summer Hire eforms (one for instruction and one for ECOM). Once you submit the first action, you will see that hire represented on the eform of the second action.

## CAS Step-by-Step Summer Instruction Process

1. **Request:** Submit the electronic [Request for Instructional Support \(RIS\) form](#) on the My Arts and Sciences website.
2. **Approval:** Once reviewed by the college, the unit will receive an email with the approved/denied request.

**If the request is for TFAC who did NOT work in Spring 2024, STOP HERE and process the hire via PeopleAdmin.**

3. **Offer Letter:** Draft the appropriate summer compensation offer letter based on the university templates and send to the faculty member to sign.
4. **FTE Summer hire eform:** If FTE faculty, submit the Summer Hire eform in HCM Peoplesoft, attaching the College approval and signed summer offer letter.

**TFAC PBP-2S paper form:** If the temporary faculty member (TFAC) taught in spring, fill out and email the *Summer Employment Form (PBP-2S)*, the College approval, and signed summer offer letter to your [CAS HR Manager](#) for processing.

<b>Summer Instruction FAQs</b>
<b>What is summer instruction?</b>
Compensation for summer school instruction: this includes the full summer session and any parts of term as defined by each campus.
<b>Who is eligible to receive summer instruction compensation?</b>
FTE Faculty (professional-track, tenure-track, and tenured); Temporary Faculty (TFAC); GAs
<b>When can someone receive summer instruction compensation?</b>
May 6, 2024 – July 27, 2024 (dates determined by summer session, including exams)
<b>What should be included in the justification on PBP-2S for summer instruction?</b>
The full course title and details as to why it is necessary for this individual to teach this course, enrollment info, etc. <b>AND the funding combo code.</b>
<b>What funding should I use for summer instruction?</b>
All summer instruction pay should be charged to departmental <b>summer chart-fields:</b> <b>CL071 XXXX30 A0001 103</b> – (i.e. CL071 130130 A0001 103) <b>Accounts codes for summer instruction pay</b> are as follows: <b>FTE faculty</b> – 51330 - <b>TFAC</b> – 51600 - <b>GAs</b> - 51400
<b>When is a request required for summer instruction?</b>
A request is required for ALL summer instruction regardless of position type.
<b>What if I have someone who is teaching and receiving summer ECOM?</b>
You will submit a request for each on the appropriate request forms. HCM does not yet have the functionality to support submitting both summer instruction and ECOM on the same eform. Once the request is approved, you will submit each action on separate HCM Summer Hire eforms (one for instruction and one for ECOM). Once you submit the first action, you will see that hire represented on the eform of the second action.