

Employee Contract Originator Training For Payroll

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I. What type of contract do I need and what position number should I use?

Contracts are by nature sensitive and important documents, so it is very important that they are handled consistently and correctly. There are three major types of contracts the TA/GA, Faculty, and Administrative Exempt. The TA/GA contract consists of two parts, an assistantship letter and a C.A.T. (Contract Audit Trail) that is printed from PeopleSoft. Payroll will not pay any TA or GA without a copy of both parts. The position number usage is rather simple for TA/GA. The TA summer position numbers are from 30000 to 34999 and the GA numbers are from 40000 to 44999. The fall and spring semester TA numbers are from 35000 to 39000 and the GA numbers are from 45000 to 49000.

The Administrative Exempt Position Usage is also simple; use position numbers 80000-89999 for all employees. Faculty position numbers can be confusing; the trick is to keep it simple. Position numbers reflect how permanent a faculty position is for the most part. The numbers 20000-29000 are authorized for permanent positions usually full-time for the academic period (Aug.-May). If that person works a summer contract the position number used is the same except that a 9 replaces the 2 at the beginning of the position number. (Example: John Smith, a full time faculty member with a position number of 20230. He gets a summer contract and his position number should be 90230.)

The not so permanent faculty person who is working an academic year would get a position number 55000-59999. The temporary faculty member would use the position numbers 51000-53999(including all zero dollar contracts). These determinations are made at the college level. These numbers are used for work done between Aug.-May only. When writing summer contracts for these faculty members use the position numbers 54000-54999.

The one thing about faculty summer contracts is that the FTE cannot exceed .20 and the pay cannot be more than 1/3 the academic year base. This is because the summer is a 3-month period and the academic FTE is based on the 9-month school year. Administrative Exempt positions do not have summer contracts; it is always fiscal year period no matter what time of year.

Listed is a chart of Position Numbers:

20000 to 29000.....	Faculty/Full-time/Academic Year
30000 to 34999.....	Teaching Assistant/Summer
35000 to 39000.....	Teaching Assistant/Academic Year
40000 to 44999.....	Graduate Assistant/Summer
45000 to 49000.....	Graduate Assistant/Academic Year
51000 to 53999.....	Faculty/Part-time/Academic Year
54000 to 54999.....	Faculty/Part-time/Summer
55000 to 59999.....	Faculty/Part-time/Academic Year
90000 to 98999.....	Faculty/Full-time/Summer
80000 to 89999.....	Administrative Exempt /Fiscal Year
60000 to 69999.....	Non-base stipend numbers*

*(Explained in stipends section IV)

II. Academic and Fiscal year FTE equals OBJECT CODE.

The proper accounting of payroll expenses is very important for the college departments and the University as a whole. Object codes help the university to track costs associated with payroll and help determine what costs are distributed to the departments that incurred them. The FTE of FACULTY/ADMINISTRATIVE EXEMPT contracts dictates eligibility for insurance benefits. TA/GA are not eligible for insurance benefits at UNC; therefore, object codes do not change with changes in FTE. All FTE discussed here will refer to Academic year equivalent, not semester (very important). All contracts are written using the Academic year Equivalent FTE. The FTE of .50 triggers the change of percent paid to the fringe benefit pool and triggers the change in the object code needed.

Listed are the employee contract types, object codes and the FTE associated:

FISCAL, ACADEMIC, SPRING, FALL CONTRACTS

Faculty Academic Year (Fall, Spring).....1152-----0.49 or less

Administrative Exempt Fiscal Year(Part-Time)....1158-----0.49 or less

PSA Zero-Dollar Contracts(All year).....1170-----0.00

Faculty Part-time(Academic,Fall, Spring).....1150-----0.50 or Greater

Administrative Exempt Fiscal Year(Part-time).....1157-----0.50 or Greater

Permanent Full-time Faculty(20000position#).....1120-----1.00(Usually)

Full-time Administrative Exempt Fiscal year.....1127-----1.00(Usually)

SUMMER CONTRACTS

Faculty Part-time (used 1152code).....1151-----(Academic Year 0.49 or less)

Faculty Full or Part-time(used 1150 or 1120code)...1121---(Academic Year 0.50 or greater)

Summer contracts all have an FTE of 0.20 or less so the object code is determined by the FTE of the faculty employee during the previous academic year. If the employee is new the summer object code is determined by the expected FTE for the upcoming academic year. The TA/GA object codes are 1180 for TA's and 2010 for GA's no matter what the FTE or pay period.

III. How much is paid, when does it get paid, and what is the contract period?

How much is paid and when does it get paid is very complicated for about 10-15% of the contracts. The other 85-90% will be explained first. Academic TA/GA contracts are divided over ten months Aug thru May. Fall and Spring contracts are divided over five months Aug-Dec and Jan.-May respectively. Summer TA/GA contracts are divided over three months May thru July. The only time this would be different is if the dates of the contract were only for a partial semester or special conditions state to do otherwise. The University cannot pay for work that has not been done. This is a state law. Therefore a contract that states in special conditions to pay out total of contract in Jan. 2001 for work to be performed Jan.15 –May 15 2001 violates state law. The contract gross is divided by the pay period months in the contract period.

FACULTY LESS THAN .50 FTE: Fall = Aug. thru Dec., Spring = Jan. thru April, Academic = Aug. thru April

FACULTY .50 FTE OR GREATER: Fall = Aug. thru Dec., Spring = Jan. thru July, Academic = Aug. thru July,

ADMINISTRATIVE EXEMPT: Fiscal = July thru June,

GA/TA: Fall = Aug. thru Dec., Spring = Jan. thru May, Academic = Aug thru May

The regular payday is the last business day of the month on the state calendar whether the University is open or not due to a modified holiday schedule.

What contract period should be used? The full-time Faculty uses the “Academic” period for contract dates Aug-May or “Summer” for any May-Aug dates (summer semester). Full or part-time Administrative Exempt employees always use the “Fiscal” period only. The TA/GA contract dates from Aug-May, or there about, use the “Academic” period. If the contract dates fall within a specific Semester use that semester as the contract period (“Fall, Spring, Summer”). The contract period OTHER is used almost never; before it is used please call the payroll office to make sure it is the best option.

Part-time Faculty can get more complicated if workloads and dates change. This can be a judgment call at times but here are some guidelines. If a faculty employee is hired for the Fall only or Spring only they are written a Fall or Spring contract. If a faculty member is hired in Aug for the Fall and then in Nov. because they are needed for classes in the Spring these are the things you need to consider. Does the Academic year FTE equal .50 or greater when the Spring work is added? Does the dept. plan on needing this person for the next academic year? If the answer to either one of these questions is yes then the Fall contract can be rewritten and made into an Academic year contract and the Spring work and pay is added into the revised contract. Special conditions would state that the Fall contract was being revised to an Academic contract. It is not mandatory that a fall contract is revised to Academic but only helpful if that is what is actually happening to the employee. All Faculty who are eligible for Benefits (Health, Dental, and life Insurance) because they have .50 FTE or greater, have their pay paid over 12 months which allows for insurance during the summer months.

The HR director can grant exceptions on a case-by-case basis for nine-month payouts but HR must waive insurances for the employee also. So if a spring contract is written and the academic FTE is .50 or the combination of the fall and spring FTE is .50 or greater the spring contract is divided over 7 months (Jan. thru July). The faculty member should also call or go to HR to enroll in insurances that they are eligible for and required to be enrolled in. Only thru HR can any of these insurances be waived.

IV. Stipends and other non-base earnings and Special conditions.

Stipends do not add to an employee's academic or fiscal year base and are determined on a year-by-year basis. There are twelve preset contract stipends and one other. Whenever the stipend type *other* is used, the reason for the stipend should be clearly explained in special conditions per the budget office. The stipends *Coach, Incentive Award, Market Adjustment, Program Coordinator, and Principal Investigator* can be explained further in special conditions if you like. The Stipends *Director, Division Director, Associate Director, Assistant Director, Associate Dean, Assistant Dean, and Department Chair* will all need a separate position number for the stipend. The numbers will range from 60000 to 69999 and will be required by the contract stipend screen. Most of the Department Chair and Director numbers will already be created, but if the position number list has been checked and there is no number, call Human Resources and request the creation of a number. The same number is to be used for Academic year and Summer contracts. The guidelines for Department Chairs and their pay can be found in Title 3. University Regulations (3-3-302) Department Chairperson Policy.

Special conditions is where you can inform both the contracted person and the payroll office of something that needs to be done which is out of the ordinary. This is also used to tell payroll about specific payout instructions that need to be followed to pay funding accounts out at the right time of year (most Grant Accounts). The main thing about pay that this area cannot do is instruct payroll to pay someone before they are scheduled to do the work. Example: pay John Smith 30,000. in Aug. then 30,000 in Jan. for a contract dated begin 8/15/yy to 5/10/yy end. There are certain processes that we must follow that special conditions cannot change without VP or President approval. The other thing that must be considered is that the special conditions do get printed on the official contract and if signed with wrong information, could expose the University to possible legal action. So if you have a question as to whether you should be including something in the special conditions ask HR, Payroll, or Legal Counsel office.

V. How does payroll get the information and what do they do with it?

All of the contract forms come into payroll in the form of copies from Human Resources. HR gets all of the originals and those originals are put into permanent files for the University. The payroll office receives the copies of CAT's (Contract Audit Trail) and (TA/GA) Assistantship letters and checks to see if all information needed is complete. Payroll can only put the information into the payroll system that is on the CAT and can only change that information when it is changed on the CAT. This training material has covered all of the items that payroll looks at before entering the information into the payroll system. After the information is entered each month audit queries are done to find most of the data entry errors that are common. This process does not find all of the errors that are possible. That is why it is so important that accounting expense reports are looked at each month by departments and if a payroll expense looks out of place or wrong, place a phone call or e-mail to payroll and they will do what ever they can to explain or fix the problem.