SUMMER AUTHORIZATION POINTS

- When making a change as you are inputting, clear contents
  - Do not delete or backspace
- If employee starts midweek, make the payroll date the Sunday of the week that they began work and end on a Saturday
  - Payroll dates must include all time worked
- Dates and Pay Factors do not tie together
  - Be careful with your dates and pay factors
- All calculations in banner are based on a biweekly timeframe. If you are only paying for one week you must double the salary, put pay dates for one week and put note of form.
  - Double salary for payment for one week
  - Only applicable for Research and Administrative Duties
- Accuracy cannot be maintained if we do not know what needs to be done.
  - Use the departmental comments area on the form to explain exactly what you are trying to accomplish
- Ensure you are using the correct Summer Faculty position numbers
  - Summer positions charged to department or dean start with 003xxx
  - Summer positions being charged to a grant start with G3xxxx
- Ensure you are using the correct ORGS
  - Org should be that associated with the POSITION
- Start-Up funds should be categorized under Research
  - If a faculty is using start-up funds, they and the weeks worked must be in the Research section of the worksheet.
- Combined courses and Pro-Rating (Grad and Undergrad courses taught in unison)
  - Prorate at the majority rate
    - (ex. majority of class is undergrad = undergrad prorating rate)
- Due Dates
  - Forms are due to OSP by 5/4/16
  - Forms are due to VPAA by 5/11/16
  - Forms are due to HR by 5/18/16
  - No paperwork can be entered with a start date of May 1 or later until the budget rolls
- Revisions are due (for classroom teaching) no later than the Wednesday of the week after Add/Drop date
  - Revisions are required if the registration either increases or DECREASES
    - 1st 6 week session – May 18th
    - 8th/9th/11th week sessions – May 25th
    - 2nd 6 week session – June 29th
- When submitting a revision, resubmit the entire form with all positions held
  - Highlight the changes made