



May 7, 2018

TO: Texas A&M AgriLife On Campus Unit Contacts
SUBJECT: Faculty - Adding Summer Months

The following guidance is provided for **less than 12-month faculty members who receive funding for all or a portion of the summer months:**

- Add **Additional Job** with title of “Summer – *Current Title*”, i.e. Summer – Associate Professor. DOF will **not** require new hire documentation for the summer appointments (pre-hire and hire process in DOF portal will not apply). Department enters “Summer/Additional Appointment” in the comments section so DOF knows it is an Additional Job. If separate appointment memo provided for additional months, would need to provide copy of that to DOF. (Attached document includes detail for creating additional positions).
- If **longevity pay** eligible because no teaching funds used: Job Change => Data Change => job classification change longevity to “Y”.
- Manually add sick leave accruals during months of additional job.
- If Additional Job is only for current year, run **End Additional Job BP** so not automatically paid in the next year during that disbursement plan period.

This information is provided from the Workday Support Team:

Considerations:

- By default, the position will become active again the following summer. If this is not desirable because next summer's funding is not guaranteed, the department will need to end additional job.

Notes and Commitments from A&M System Office:

- As of today, the steps/approvals for adding the second job will be the same as the regular job. The position will need to be created, and the faculty member hired into the second job. However, the Workday team can evaluate simplified routing based on reason codes provided on the position.
- Secondary (non-primary) jobs for faculty members will be excluded from the prep-budget process.
- No group insurance deductions are processed in Workday on the additional jobs.
- Vacation or sick leave accruals will not occur on additional jobs. Sick leave accruals will have to be entered manually.
- Cost Allocations will be managed using the standard assign costing allocation BP. Cost allocations for the second position will be managed independent from the primary position.

Recommendation:

- As suggested above, this approach will work best if the faculty member's percent effort does not vary over the summer and the work period is defined. It has the advantage of isolating the compensation and costing allocations from the regular nine-month appointment.



- This approach does not impact the faculty member's regular/primary job.
- Cost allocations are probably cleaner with this approach. The cost allocations could be applied to the secondary job without impacting the primary job/position.

For questions, please contact: your HR Generalist

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