

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

[If this is the first time the faculty member has held an additional job:](#)

- **Create a position** for the summer appointment – can be titled “Summer – *Current Title*”, i.e. Summer – Associate Professor.
- **Add Additional Job**
 - DOF will not require new hire documentation for the summer appointments unless they do not have an existing faculty record on file.
 - DOF will not require a copy of the appointment memo; however, conditions of the summer appointment should be communicated to faculty and filed in the personnel file.
 - Enter “Summer/Additional Appointment” in the comments section so DOF knows it is an Additional Job. Please enter as much detail as possible, i.e. faculty member’s name, course to be taught if known.

[If the faculty member was in an additional job the previous year:](#)

- **Review the compensation** for the additional job. A compensation change will be required if the faculty member’s salary increased from the previous fiscal year.
- **Review the costing allocations** and revise if necessary.
- **Review the annual work period/disbursement plan period** and revise if necessary.

[During Additional Job:](#)

- **Manually add sick leave accruals during months of additional job.**
- If Additional Job is only for current year, do **End Additional Job** so the employee will not automatically be paid in the next year during the same period. By default, the additional position will become active again so if this is not desirable, End Additional Job will be needed.

Key Points

- Additional job remains active for subsequent years. End Additional Job if no intent to employ in subsequent year.
- Do not switch primary job with additional job.
- Costing Allocations will be managed using the assign costing allocation BP. Costing allocations for the additional job are independent from the primary position.
- No impact to benefits with additional job.
- Not eligible for automated time off accruals during summer. Sick leave accruals must be manually added.
- Additional Job will be excluded from the prep-budget/merit process.