S-Contract Training

March 2015

Agenda

- General S-contract Info
- Fields on the Form
- Example with New Fields for Adjunct Teaching
- Resources
- Questions

What is an S-contract?

- An S-contract is a webform that is a way to pay an employee Supplemental pay or overtime.

When is an S-contract used?
(continued)

- To pay for teaching credited courses (that are not part of regular faculty workload)

    - http://facultyhandbook.udel.edu/handbook/433-faculty-workload-policies

    - http://facultyhandbook.udel.edu/handbook/3119-teaching-professionals

    - http://www.udel.edu/ExecVP/policies/personnel/4-11.html

    - AAUP CBA (7/1/13 – 6/30/16): see section 12.8 (overload payments), Overload Rates in

    - Appendix A

When is an S-contract used?
(continued)

- To pay academic faculty for summer research
  - http://facultyhandbook.udel.edu/handbook/4113-additional-university-payments-faculty
  - http://www.udel.edu/ExecVP/policies/personnel/4-09.html

When is an S-contract used?
(continued)

- To pay nonexempt, benefitted employees their overtime pay
- http://www.udel.edu/ExecVP/policies/personnel/4-95.htm
- To pay research subjects for participation
  - http://www.udel.edu/research/pdf/PartSupCosts.pdf
- Awards
- Honoraria (this is NOT payment for WORK done)

Who submits it?

- The employee's home department is responsible (and the only ones who have access to) submit the S-contract form. The department's HR liaison is the contact person.

When does it pay out?

- The S-contract form will go through routing and will be reviewed and final approved by HRSA (Human Resources Systems Administration). Once the form is final approved, it will update into the payroll system to be deposited in that employee's paycheck for the pay date(s) that are on the form.

How does it calculate how much to pay each pay period?

- For payment for a flat amount over a period of time (for example, teaching over fall semester), the S-contract will not pay the same amount each pay period. It will determine how many work days are contained within the range of dates entered in the "Payment begin date" and the "Payment end date" fields. It will then look at how many work days are in each pay period, and pay based on how many days there are in each pay (varies, usually 10, 11, or 12). The form will display "estimated per pay amounts" after it is final approved by HRSA.

Fields on an S-contract

- Semester
- UDID
- Reason
- Payment based on hours worked
- Funding
- Earnings Code
- Pay dates
- Contract dates
- Course Info
- Pay Amount
- Pay Reason

Fields on an S-contract

Semester:

- Calendar year, semester (if the contract begin date is 10/1/2014, that is 14 Fall)

- -The Fall 1, Fall 2 options were added for the online MBA courses. If those do not apply, please use the standard "Fall" option

- -The semester should correspond to whichever semester the CONTRACT BEGIN DATE is in

- -Refer to the Supplemental Pay processing website for semester dates

Fields on an S-contract

- **UDID:** the UD ID number of the employee you wish to pay
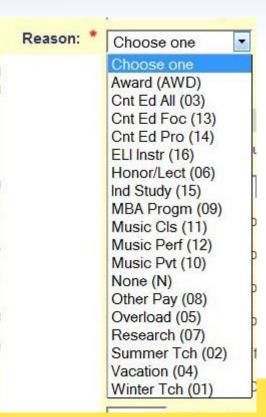
Fields on an S-contract

Reasons:

• Those in grey are not used; contact your HR analyst before submitting

NOTE DEPENDING ON WHICH REASON YOU CHOOSE, FIELDS MAY DISPLAY DIFFERENTLY (Teaching)

Fields on an S-contract

Reasons:

- Award: Used for awards
- Cnt ED Foc/Cnt ED Pro: Used for Continuing Education courses (requires valid course ID)
- ELI Instr: Used for English Language Institute teaching only
- Honor/Lect: Honoraria
- Other Pay: Used for other work not described as a different reason
- Overload: Used for teaching that is overload
- Research: Research
- Summer Tch: Summer teaching
- Winter tch: Winter teaching

Fields on an S-contract

Is payment based on hours worked? Yes or No

- Yes provides a breakdown for hours (for example to list overtime)

Fields on an S-contract

Funding:

- SpeedType, Class (usually 000 on S-contracts), UserField(optional)

Fields on an S-contract

Earnings Codes:

- Refer to table on PRM website:
  http://www.udel.edu/prm/tables/EarningsCodes.html
- Earnings codes actually used on S-contracts:
- SCR (supplemental Pay for SM Professional (exempt))
- OCY (supplemental professional or adjunct)
- FSN (summer Faculty Admin or Research, NO Retirement) [403b-n]
- FSR (Summer Faculty Teaching with Retirement) [403b-y]
- SST (salaried staff (non-exempt) teaching) [rare]

Fields on an S-contract

Earnings Codes:

- OT1 (overtime, straight time) [up to 40 hours]

- OT5 (overtime at time-and-a-half) [over 40 hrs/week]

- OT2 (overtime, 2x) [rare – example Facilities on snow days during University closure]

- SPO (professional (exempt) overtime *only UD policy approved [certain departments such as Facilities, Student Health, Public safety])

Fields on an S-contract

Earnings Codes:

- HON (Honorarium)
- AWD (Award)
- AWH (Honors day/Student Award)
- AWP (St award/Plastino award)
- SRE (S-contract Research Subject)
- SLB (Shore leave buyout) [College of Earth, Ocean & Environment – employees on the boat]
- COM (commission) [rare – OCM]

Fields on an S-contract

Payment Dates:

- Originator must be aware of the payroll deadline. Refer to HR handouts from the Fall Breakfast or go online. Also, the words at the top of the S Contract and GNCP indicate deadlines

- Originator must be aware of when the form is expected to reach HR(not always the day the form is started). It must route through all approvers

- If the work period is in the past, <u>begin</u> date should be the first day of the current pay period(1st or 16th), <u>end</u> date should be the last day of the current pay(15th or 30/31st). Use the full pay period even if the begin/end date falls on a weekend

- If the work period spans before and after the current period, <u>begin</u> date should be the before date, <u>end</u> date should be the after date. Do not use a current date as the <u>begin</u> date, this will distort the amount being paid per pay period

- If the work period is in the future, <u>begin</u> date and <u>end</u> date should be in the future

    These are general examples, they do not cover every exception possibility

Fields on an S-contract

Contract Dates:

- The dates the work was actually completed.

- If only one day is worked, <u>begin</u> date should be the day worked, <u>end</u> date must be one day after (if work was done on 12/2, contract begin date would be 12/2 and end date would be 12/3).

- If non-sequential days are worked, <u>begin</u> date should be the first day worked, <u>end</u> date should be the last day worked. Do not use a specific pay period's begin/end dates

- Example dates of Teaching for Credit Courses
    Fall   09/01/08-12/31/08
    Spring   02/01/08-05/31/08
    Winter   01/03/08-02/08/08 or 01/01/08-01/31/08
    Summer 1   06/09/08-07/11/08 or 06/01/08-07/15/08
    Summer 2   07/14/08-08/14/08 or 07/16/08-08/31/08

- The dates for Teaching for Non Credit Courses, such as English Language Institute(ELI) or Professional Non Degree Continuing Education Courses are defined by the time period of the course

Fields on an S-contract

Course Info:

- **CE prof/ND course:** (for CE Prof/Non-Degree only) [When the reason Cont ED _ is used)

- **Course ID:** (Ex BISC510, for teaching only)

- **Course section:** (for teaching only) append the D or L if applicable.

- **Course Type:** (for teaching only) [for lecture and lab? ACA notes with summer 2014 S-contract changes]

Fields on an S-contract

Pay amount: please be careful of using decimals vs commas!

- Amount should be exact to two decimal places; do not round to nearest dollar.

Fields on an S-contract
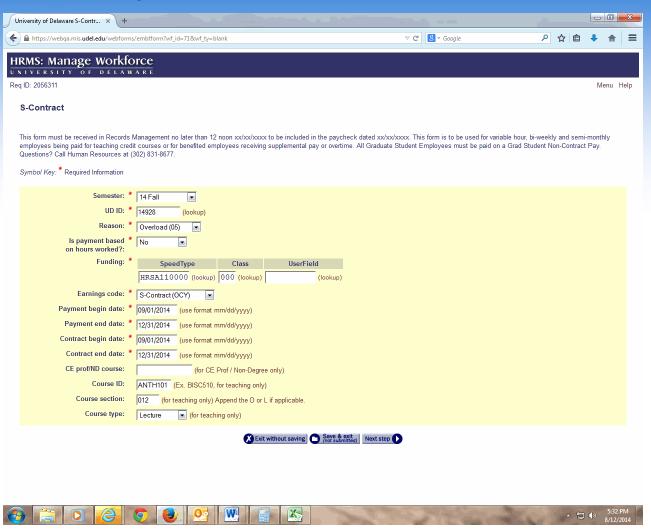
Pay reason/comments:

- Please include calculation, reason for payment and if Non-Standard rate, provide the Req ID of form where dean approved.

- If paying a professional, include a comment as to how the work was outside of employee's regular job duties. If professional teaching during regular work hours, note the accommodations for how/when employee made up the the time.
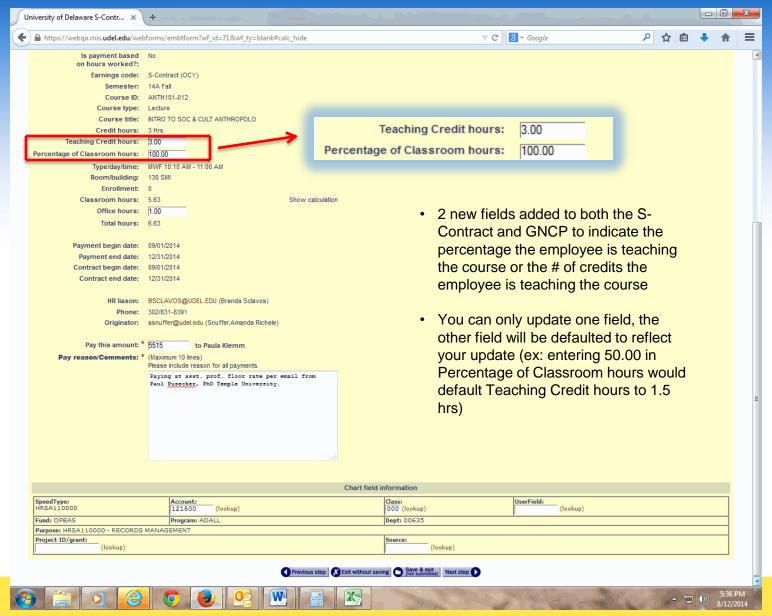
Fields on an S-contract

Account: must correspond with salary admin plan and earnings code; refer to Supplemental Pay processing website

S-contract Updates

Submitting an S-Contract for a Credited Course

S-contract Updates

- 2 new fields added to both the S-Contract and GNCP to indicate the percentage the employee is teaching the course or the # of credits the employee is teaching the course

- You can only update one field, the other field will be defaulted to reflect your update (ex: entering 50.00 in Percentage of Classroom hours would default Teaching Credit hours to 1.5 hrs)

S-contract Updates

- 3 new fields added to both the S-Contract and GNCP to reflect hours associated with a course

- Office Hours default to 1.0 hour- if a Faculty member has Office Hours that are greater or less then 1.0 hour please update and enter a comment as to why you have changed the defaulted amount.

S-contract Updates

Click to view Calculation of how the Classroom hours are determined

S-contract Updates

This is a course that meets MWF (3 times a week) for 50 mins (.833 hrs) each time and the employee is teaching 100% of this course.

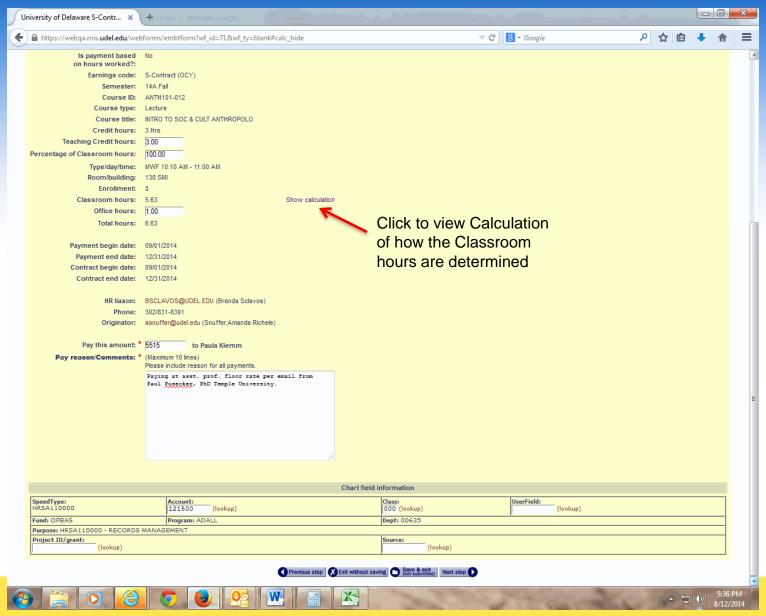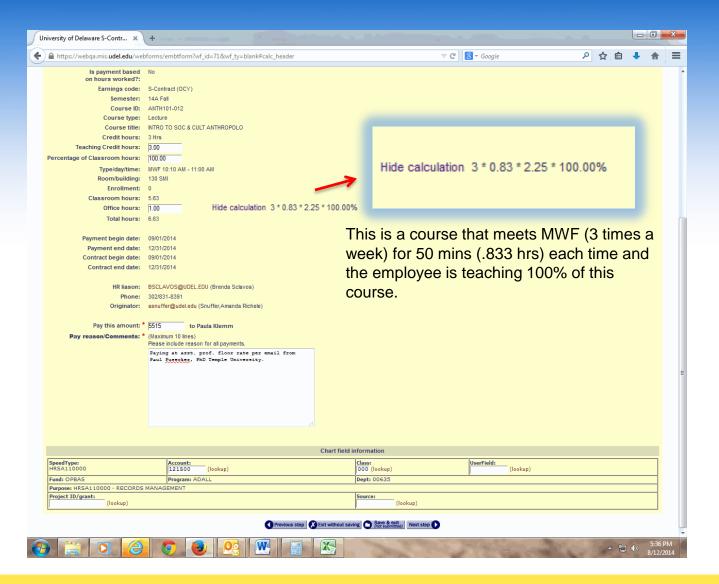***Each hour in the classroom counts as 2.25 hours***
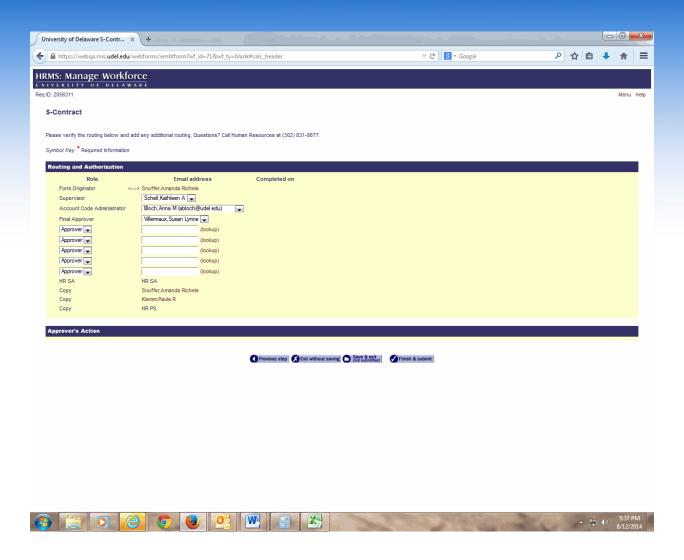
S-contract Updates

Resources

Supplemental Pay Processing Website:

- http://www.udel.edu/prm/suppay/menu.html
- udel.edu/prm > Resources for Liaisons > Process Aids > Supplemental Pay

Payroll deadlines:

- http://www.udel.edu/prm/payroll/paydead.html
- udel.edu/prm > Payroll > Payroll Deadlines

Resources

Provost Approval document:

- http://provost.udel.edu/sites/provost.udel.edu/files/ApprovalChanges_2014_02_24.pdf

- udel.edu/provost > Resources > Additional Resources > ApprovalChanges

Faculty Handbook:

- http://facultyhandbook.udel.edu/

- udel.edu/hr > Resources > Handbook for Faculty

- Section 4.1.13, Additional University Payments to Faculty

- http://facultyhandbook.udel.edu/handbook/4113-additional-university-payments-faculty

American Association of University Professors (AAUP) Collective Bargaining Agreement:

- http://www.udel.edu/hr/CBA/AAUP.pdf

- udel.edu/hr > Resources > Collective Bargaining Agreements > AAUP