

PROCESSING NEW HIRE CONTRACT EMPLOYEES

PAF Field	Job Data Pages	Nine-over-Nine		Nine-over-Twelve	
		9/9 Pay & Benefits start in same month	9/9 Benefits start in August/Pay starts in Sept	9/12 Pay & Benefits start in same month	9/12 Benefits start in August/Pay starts in Sept
4	Effective Date	*Actual start date	*Actual start date	*Actual start date	*Actual start date
16	Empl Class	2 Fac 9/9	2 Fac 9/9	3 Fac 9/12	3 Fac 9/12
24	Compensation Frequency/Rate Code	Contract/NAANNL	Contract/NAANNL	Contract/NAANNL	Contract/NAANNL
25	Compensation Rate	Contracted 9 month salary	Contracted 9 month salary	**9 mos.salary(-)August pmt.	Contracted 9 month salary
26	Comp. Freq.	C	C	C	C
46	ABBR	Contracted 9 month salary	Contracted 9 month salary	Contracted 9 month salary	Contracted 9 month salary
27	Benefit Eligible Date	Actual start date	Actual start date	Actual start date	Actual start date
48	Ben. Prog. Eff. Date	Actual start date	Actual start date	Actual start date	Actual start date
49	Benefit Program	DBP	DBP	DBP	DBP
Contract Pay Page					
50	Contract Effective Date	Day Contract Pay Begins	1-Sep	1-Sep	1-Sep
51	Contract Pay Type	Faculty 9/9	Faculty 9/9	Faculty 9/12	Faculty 9/12
52	Payment Terms	Pay Over Contract	Pay Over Contract	Pay over 12 months	Pay over 12 months
53	Monthly Frequency	M	M	M	M
54a	Contract Begin	Day Contract Pay Begins	1-Sep	1-Sep	1-Sep
54a	Contract End	31-May	31-May	31-May	31-May
54b	Payment Begin	Day Contract Pay Begins	1-Sep	1-Sep	1-Sep
54b	Payment End	31-May	31-May	31-Aug	31-Aug
Additional Pay Page - August pay for new 9/12 recipient					
APF Field					
9	Earnings Code	N/A	N/A	REX	N/A
10	Effective Date			*Actual start date	
12	Earnings End Date			31-Aug	
13	Earnings (Per Pay Period)			**Amount of August payment	
15	Goal Amt			Amount of August payment	

Additional Pay Page - Summer Pay					
APF Field					
9	Earnings Code	E.g., SPA, SPR, SST or SPO	E.g., SPA, SPR, SST or SPO	E.g., SPA, SPR, SST or SPO	E.g., SPA, SPR, SST or SPO
10	Effective Date	*Actual start date	*Actual start date	*Actual start date	*Actual start date
12	Earnings End Date	End date of summer work	End date of summer work	End date of summer work	End date of summer work
13	Earnings (Per Pay Period)	Amount of summer pay	Amount of summer pay	Amount of summer pay	Amount of summer pay
15	Goal Amt	Total amount of summer pay	Total amount of summer pay	Total amount of summer pay	Total amount of summer pay

*The actual start date should be the earliest of: Benefit start date, date summer work begins or the date the initial appointment begins.

**Formula for spreading contracted amount over a period outside of 9/1-5/31

EXAMPLE: New hire elects 9/12 with annual base of \$70,000; Pay and Benefits start 8/20/2012

- 1) $\frac{\text{\# of days worked in August}}{\text{\# of work days in August}} = .XXXXX$
- 2) $\frac{\text{Contract Amount}}{9 + .XXXXX} = \text{Monthly Amt}$
- 3) $\text{Monthly Amount} * .XXXXX = \text{August Pay}$

- 1) $10/23 = .43478$
- 2) $70,000/9.43478 = 7419.36$ (Monthly Amt)
- 3) $7419.36 \times .43478 = 3225.79$ (August Pay)