



Arts and Sciences

UNIVERSITY OF SOUTH CAROLINA

**2024 SUMMER
COMPENSATION DISCUSSION**

FRIDAY, APRIL 12, 2024

DISCUSSION ITEMS

Summer Compensation

➤ Summer Instruction

- Overview
- CAS Summer Instruction Process

➤ Summer ECOM

- Overview
- CAS Summer ECOM Process

➤ Paperwork Guidelines

➤ Summer CAS Processing Deadlines

➤ CAS Summer Job Aids & Reference Guides

SUMMER INSTRUCTION

- **What is summer instruction?**
- **Who is eligible to receive summer instruction compensation?**
- **When can someone receive summer instruction compensation?**
- **What should be included in the justification on the PBP-2S for summer instruction?**
- **What funding should I use for summer instruction?**
- **When is a request required for summer instruction?**
- **What is the compensation for summer instructors (FTE vs. TFACs)?**
- **When should the faculty member expect to be paid?**

CAS SUMMER INSTRUCTION PROCESS

1. **Request:** Submit the electronic [Request for Instructional Support \(RIS\)](#) form on the My Arts and Sciences website.
2. **Approval:** Once reviewed by the college, the unit will receive an email with the approved/denied request.

If the request is for TFAC who did NOT work in Spring 2024, STOP HERE and process the hire via PeopleAdmin.

3. **Offer Letter:** Draft the appropriate summer compensation offer letter based on the university templates and send to the faculty member to sign.
4. **FTE Summer hire eform:** Submit the Summer Hire eform in HCM Peoplesoft, attaching the College approval and signed summer offer letter.

TFAC PBP-2S paper form: If the temporary faculty member (TFAC) taught in spring, fill out and email the Summer Employment Form (PBP-2S), the College approval, and signed summer offer letter to your assigned HR Manager for processing.

SUMMER ECOM

- **What is summer ECOM?**
- **Who is eligible to receive summer ECOM?**
- **When can someone receive summer ECOM?**
- **What should be included in the justification on the request for summer ECOM?**
- **When is a request required for summer ECOM?**
- **How much are faculty members compensated for ECOM?**
- **When should the faculty member expect to be paid?**

CAS SUMMER ECOM PROCESS

1. **Request:** Submit the online [Summer Compensation Request](#) form for ALL summer ECOM.
2. **Approval:** The request will be reviewed by Dean's Office HR and Budget/Grants and then you will receive an email of approval or denial from your assigned CAS HR Manager.
3. **Offer Letter:** Draft the summer compensation offer letter based on the university template, adding details about the responsibilities of the faculty member during this ECOM appointment, and send to the faculty member to sign.
4. **Summer Hire eform:** Submit the Summer Hire eform in HCM Peoplesoft, attaching the College approval and signed summer offer letter.

PAPERWORK SUBMISSION GUIDELINES BY HIRE TYPE:

For:	Submit:
Instruction or ECOM: FTE Faculty	HCM Peoplesoft <i>Summer Hire eform</i> *Requires approved RIS form (INST) or approved Summer Comp Request (ECOM), and signed offer letter
Graduate Students (with teaching responsibilities)	HCM PeopleSoft <i>Student Hire eform</i> *Requires approved RIS form
Instruction: TFACs who taught in Spring 2024	<i>Summer Employment Form (PBP-2-S)</i> via email to assigned HR Manager . *Requires approved RIS form and signed offer letter
Instruction: TFACs <u>who did not teach in Spring 2024</u>	People Admin (Quick-Hire) *Requires approved RIS form and signed offer letter

PROCESSING DEADLINES

Session	Due Date
Full Summer Session (3S0) May 6 – July 25	Monday, April 29
6-Week Session I (3S1) May 6 - June 13	Monday, April 29
6-Week Session II (3S2) June 17 – July 25	Friday, May 31
3-Week Session I (3S3) May 6 – May 22	Monday, April 29
3-Week Session II (3S4) May 28 - June 13	Thursday, May 16
3-Week Session III (3S5) June 17 – July 3	Friday, May 31
9-Week Session (3S6) May 28 – July 25	Thursday, May 16



Keep in mind that the summer session dates above do not include exam dates. For TFACs to retain their systems access, you will want to hire them through the exam date(s). You can find the Summer 2024 Schedule, to include exam dates, on the [Registrar's website](#).

CAS SUMMER JOB AIDS & REFERENCE GUIDES

- ❖ ***2024 Summer ECOM and Instruction Overview***
- ❖ ***2024 Summer Instruction Compensation Guide***
- ❖ ***CAS HR Deadlines for Summer 2024 HR Actions***

Q & A



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THANKS!

Office of Human Resources and Faculty Affairs



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