

<b>Title</b>	Procedures to <a href="#">Policy on Faculty Compensation</a>
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**Purpose**

This document serves to provide administrative details and directions on how to process all types of faculty compensation described in the [Policy on Faculty Compensation](#). All faculty appointments must adhere to the procedural guidance outlined below..

**Procedures**

*1. Base Appointment on Regular Payroll*

All new faculty positions are established through a job requisition and offer in PageUp, the University’s applicant tracking system. Quick step guides, tutorials, and resources can be found on Human Resource’s PageUp webpage.

- A. Base salary is reported in Core-CT using the UCANNL pay component. Department administrators must enter data into the UCANNL pay component field in the PageUp offer card to distinguish between base and any other pay components.

## 2. *Administrative Appointments on Regular Payroll*

### 2.1 Defining administrative appointments.

Faculty may be appointed to an administrative assignment in two ways, either in the form of A) an adjustment to base workload, or B) an addition of effort, both described below. Administrative assignments should begin with an on-cycle start date (8/23).

#### A. Adjustment to base workload

If the administrative effort replaces duties encompassed **within** the base workload and respective work period, no change to term or pay should take place. This type of administrative appointment is considered a buyout of existing effort, which is already compensated through the faculty member's annual salary. Adjustments to base workload must be documented in writing at the deans' level in accordance with the Policy on Faculty Compensation and, if applicable, Provost's Guidance on Secondary Appointments, and must be tracked/administered by the dean's office. Departments can make changes to funding distribution of the base salary using the "UConn Funding Change – Unclassified Employees" template in the Core-CT Smart HR module (UC\_TBH\_DC\_FUND\_U).

#### B. Addition of effort

If the administrative effort is **beyond** the base workload and/or respective work period, the administrative appointment may include one or two additional months of effort, an administrative supplement, or a combination of both. This depends on the amount of effort (workdays) required to fulfill the duties of the administrative appointment, as well as the level of complexity, scope, and leadership of the appointment. These types of administrative appointments must be documented using Human Resource's template offer letter for faculty administrator appointments.

To ensure effort is properly accounted for 9- and 10- month faculty, administrative effort that is equal to or greater than the value of an additional month should be coded to the additional month pay component (UC1MTH or UC2MTH), with any overage remaining in the administrative supplement pay component (UCADM). Providing administrative compensation equal to or greater than the equivalent of one month of compensation in an administrative supplement pay component, without use of an additional month, requires approval from the Office of the Provost.

### 2.2 Administrative Appointments on Regular Payroll - Searches/Appointments

#### A. External search:

If the academic unit is searching for an external candidate to fill a position with an administrative appointment, the job requisition and offer must be processed via PageUp as described in section 1 of these guidelines. The appointment should begin with an on-cycle start date (8/23 or 1/1). Units should consult with the provost's office to determine the biweekly pay adjustments needed for any non-8/23 start date as described in the [Faculty Pay Model](#). Units should consult with the provost's office to evaluate appointments they wish to start off-cycle.

#### B. Internal search/appointment

If the academic unit conducts an internal search or identifies an internal candidate for an administrative appointment, the appointment can be administered outside of the PageUp process. The department may make an offer using Human Resources' template offer letter and enter the change directly into Core-CT via a Smart HR using the "Unclassified Pay Change – Department Initiated" template (UC\_TBH\_DC\_UCLPAYDP). The appointment should begin with an on-cycle start date (8/23 only). Units should consult with the provost's office to evaluate appointments they wish to start mid-academic year or over the summer period.

### 2.3 Pay Components for Administrative Appointments:

Additional months of effort are reported in Core-CT using the UC1MTH (for one month) or UC2MTH (for two months) pay components. Administrative supplements are reported in Core-CT using the UCADM pay component. Department administrators must enter data into the UC1MTH, UC2MTH, or UCADM pay component fields in the PageUp offer card to distinguish between base and any administrative pay. Departments can also make changes to pay components using the "Unclassified Pay Change – Department Initiated" template in the Core-CT Smart HR module (UC\_TBH\_DC\_UCLPAYDP).

**Note: It is particularly important to distinguish the base pay component (UCANNL) from any administrative pay components in Core-CT.** This ensures accurate Job Data for all employees and improves the accuracy of salary reporting.

### 2.4 Resources:

- [PageUp Resources](#)
- [Offer Letters](#)
- [Core-CT \(Smart HR\)](#)

## *3. Summer Appointments on Special Payroll*

Summer appointments are appropriate for teaching, research, service, or other administrative efforts that take place during the eligible summer period, with compensation up to the total available effort as detailed in the Policy.

Note: May and winter intersession teaching **cannot** be processed as summer appointments and are *overload* eligible appointments only.

### 3.1 Summer appointment processing (by faculty appointment term):

#### A. 9-month and 10-month Appointments

9-month and 10-month faculty are eligible for three and two additional months of effort/pay, respectively. Faculty do not have any vacation time built into their appointments. The summer months are for vacation along with potential additional compensation. In other words, the amount of vacation taken should be deducted from the summer months before determining how much compensation a faculty member is eligible to earn. These appointments must be during the eligible period (5/22 – 8/22 or 6/22 – 8/22, respectively) and **do not** require a PageUp requisition or dual

employment form. Departments must complete the appropriate summer appointment form (see table below) and enter the Core-CT payroll transaction via the Smart HR “UConn Hire Template – Special Payroll Teaching” (UC\_TBH\_SPT) for stipend-based appointments or “UConn Hire Template – Special Payroll Non-Teaching” (UC\_TBH\_SPNT) template for hourly-based appointments.

**B. 11-month Appointments**

11-month faculty are eligible for one additional month of effort/pay, which could take place during the summer period or at any point in the year. There is no set eligibility period that the one month of additional effort must take place, however the timing of the appointment must be appropriate based on the regular work assignment. Faculty do not have any vacation time built into their appointments. The 12<sup>th</sup> month is for vacation along with potential additional compensation. In other words, the amount of vacation taken should be deducted from the “summer month” before determining how much compensation a faculty member is eligible to earn. These appointments **do** require a PageUp requisition. A dual employment form is not required. Departments must submit a special payroll requisition in PageUp with the appropriate summer appointment form (see table below). Upon HR approval in PageUp, the department administrator enters the appropriate Core-CT payroll transaction (see table below).

APPOINTMENT TYPE	CORE-CT TRANSACTION TYPE
<b>STIPEND-BASED, NON-TEACHING APPOINTMENTS</b>	Special Payroll Non-Teaching Stipend Hire PageUp (UC_PG_SPNTS)
<b>STIPEND-BASED, TEACHING APPOINTMENTS</b>	Special Payroll Teaching Hire Page Up (UC_PG_SPT)
<b>HOURLY-BASED APPOINTMENTS</b>	Special Payroll Time Reporter Hire Page Up (UC_PG_SPNT)

3.2 Resources:

- [HR Special Payroll Information \(including Agreement to Waive Compensation\)](#)

**4. *Overload Appointments on Special Payroll***

Additional activities that result in overload compensation through an overload appointment on Special Payroll must meet the criteria defined in the Policy and require approval by department head, dean, and provost before the activity starts to qualify for overload pay to ensure appropriateness of overload and avoid risk of overpayments. Questions about whether an assignment or activity may qualify as an overload appointment should be directed to the dean’s office and provost’s office as needed.

In accordance with the Policy on Faculty Compensation, total overload pay cannot exceed 25% of the 12-month equivalent of annual salary between 8/23 and 8/22 of a given year. This is calculated as follows: annual salary / appointment term \* 12 \* .25. Overload compensation that exceeds 25% of the 12-month equivalent can be waived to a faculty account.

Overload compensation is separate and distinct from regular salary and summer salary. Overload compensation/effort is not included in effort reporting for sponsored programs, which is comprised of regular and summer effort only. In no instance will the university approve overload effort charged to external grants/contracts. Job data in the university's financial (KFS) and HR/payroll (Core-CT) systems clearly categorizes an assignment as overload, such that it can be distinguished from regular and summer salary for reporting purposes.

#### 4.1 Faculty Work as Overload

Overload appointments resulting in overload compensation are appropriate in specific circumstances where work is either one-time, of short duration, and/or temporary in nature. Examples of appointments that may qualify for overload compensation include but are not limited to: teaching during May or winter intersession, online course development with CETL, or interim administrative positions.

*Note: May and winter intersession teaching are overload eligible appointments **only** and cannot be processed as summer salary.*

Overload effort may take place at any time in the year: most often during the summer or intersession period, or rarely during the academic year. Once a faculty member meets the pay cap for overload compensation in a given year (8/23 to 8/22), the faculty member will not be eligible to earn additional overload compensation until the following year. The faculty member may, however, still be able to earn compensation for summer salary, in accordance with the "Summer Salary" section of the Policy on Faculty Compensation. A single appointment cannot be split between the overload and summer salary (i.e., cannot be 75% summer and 25% overload). An appointment must be categorized as summer OR overload prior to processing. There are different rules for approval, and it must be clear prior to work beginning whether the department/faculty are requesting the appointment to be summer OR overload.

Questions about eligible earnings for an individual faculty member in a given year should be directed to the dean's office and provost's office as needed. Overload compensation should never be committed without receiving approval by the Department Head, Dean and Provost. In no instance should a department commit overload compensation to a faculty member without the appropriate approvals prior to the start of the activity. Retroactive requests will not be approved. A faculty member beginning work before approval for overload compensation risks not being additionally compensated for their work.

#### 4.2 Entirely Non-Faculty Work as Overload

Entirely non-faculty work applies to cases where faculty members perform services unrelated to their normal duties, in a professional capacity for the benefit of the university. In rare cases where faculty are participating in entirely non-faculty work (e.g. installing technical lighting/IT, providing clinical health services, revenue generating performances) It is expected that the work will take place outside of normal work hours and not interfere with normal workload. Non-faculty overload work should not adversely impact the ability of a faculty member to carry out their assigned workload, approvers should assess whether the non-faculty overload will impact assigned workload before providing approval. If an approver has reason to think that a non-faculty overload activity will negatively impact the ability of a faculty member to carry out their assigned workload, the request should be

denied. In rare circumstances, if there will be any work completed during normal work hours, the faculty member is expected to provide clear communication on how their normal workload will be completed, and how their normal hours will be shifted. These emails illustrating this communication may be requested of the department by the Provost's Office in response to audits or other questions/concerns regarding overload assignments.

#### 4.2 Overload Processing Steps:

The processes to request approval for overload compensation and enter the appointment into Core-CT is described below (according to the type of activity).

- A. For all overload appointments (other than Winter/May/Summer teaching coordinated by the Summer and Winter Programs department):
  1. The hiring department identifies the need for an overload assignment, evaluates whether the faculty member meets the criteria defined in the Policy, and works with the unit head (dean, director, AVP, etc.) to determine whether the assignment is appropriate for overload compensation.
  2. The department administrator initiates two transactions:
    - a. *Faculty Overload Form*. This is the request to qualify the activity for overload compensation. Forms signed by the academic home department head and dean and the overload department head and dean should be emailed to [provost@uconn.edu](mailto:provost@uconn.edu) for provost review **in advance of the start of the activity**. This form **only** documents that the assignment can qualify for overload compensation and **does not** categorize the compensation as overload in the system. This form should include the faculty's agreement to waive any compensation over the 25% earnings cap (see section 5 of Procedures).
    - b. *Page Up Special Payroll Offer Card*. This is the hiring request in the university's applicant tracking system to receive the university's approval to hire the employee on special payroll. Human Resources will review all materials and confirm overload status with eligible overload earned compensation and required documentation prior to approving the offer completed. The entry:
      - i. Must include a completed Faculty Overload Form, with agreement to waive compensation in excess of the earnings cap. **Note:** departments may attach the signed overload form AFTER the offer card has been initiated. To do this, email the completed/signed form to [SPAR@uconn.edu](mailto:SPAR@uconn.edu). Human Resources will attach the file to the offer card.
      - ii. Important: Must change the "Employee Classification" field to "Special Payroll – Approved Faculty Overload". **This is what properly categorizes compensation as overload in the system.**
      - iii. Must clearly categorize assignment as a faculty overload in the "Comments" section.
      - iv. Must attach a template offer letter that includes template language for overload variable.
  3. **If the requested compensation exceeds the eligible 25% overload max, the department administrator notifies faculty if their earnings are being capped.** The faculty member may complete a Waived Compensation Transaction Form to remit the overage to an appropriate

university account. HR will amend the total pay to reflect the 25% overload max cap before the transaction is approved.

4. Upon HR approval in PageUp, the department administrator enters the appropriate Core-CT payroll transaction (see table below).
  - a. Describe appointment as overload in “Comments”
  - b. Attach approved *Faculty Overload Form*
  - c. **Check “EMPL Class” field in “Job Info” tab to confirm CC is listed.**

APPOINTMENT TYPE	CORE-CT TRANSACTION TYPE
STIPEND-BASED, NON-TEACHING APPOINTMENTS	Special Payroll Non-Teaching Stipend Hire PageUp (UC_PG_SPNTS)
STIPEND-BASED, TEACHING APPOINTMENTS	Special Payroll Teaching Hire Page Up (UC_PG_SPT)
HOURLY-BASED APPOINTMENTS	Special Payroll Time Reporter Hire Page Up (UC_PG_SPNT)

- B. For Winter/May/Summer teaching coordinated by the Summer and Winter Programs department:
  1. The Summer and Winter Programs department identifies the course schedule and subsequent teaching appointments in consultation with academic department heads (and regional campus dean, if applicable).
  2. The Summer and Winter Programs department completes a template workbook provided by the provost’s office, which includes details of all proposed teaching assignments for the respective period (winter, May or summer). The provost’s office evaluates eligibility for overload pay.
  3. The Summer and Winter Programs department circulates the workbook for the deans’ and provost’s approval.
  4. The Summer and Winter Programs department coordinates offer letters with all faculty documenting the terms of the teaching appointment that include language regarding the Agreement to Waive Compensation (see section 5 of Procedures).
  5. Faculty return signed offer letters, including their election to waive any compensation over the 25% earnings cap.
  6. The Summer and Winter Programs department provides all offer letters with waived compensation elections to HR for record retention.
  7. **Once final stipend amounts are determined after the add/drop deadline, The Summer and Winter Programs department notifies faculty if their earnings are being capped due to the 25% overload max.**
  8. The Summer and Winter Programs department enters a “UConn Hire Template - Special Payroll Teaching” (UC\_TBH\_SPT) template into Core-CT Smart HR. Any assignment that would result in the faculty member exceeding the 25% overload max will be capped by the department administrator. In the template:

- a. Describe appointment as overload in “Comments”
- b. **IMPORTANT: Change “EMPL Class” field in “Job Info” tab to CC.**

#### 4.3 Tracking and Reporting:

- A. Overload effort/pay that is processed according to the preceding instructions will be identified as overload in the university’s finance and HR/Payroll systems as follows:KFS/WebFOCUS KFD
- B. Overload salary and fringe expenses will be charged to object codes 5234 and 5634 (respectively), which is distinct from all other faculty salary/fringe object codesCore-CT/WebFOCUS HRPYDM

Overload appointments will use the EMPL Class “CC – Contractual No Benefits”, which is distinct from faculty appointments categorized as regular or summer

It is important that departments follow the preceding instructions when processing overload appointments to ensure that the activity is identified with the correct object code and EMPL class in KFS/Core-CT. Specifically, the overload object codes are intentionally **not** included in the SPS effort certification process (ERC system). Appointments charged to incorrect object codes will result in errors in our reporting and auditing systems. If a dean or department administrator identifies an expense or appointment that should be categorized as overload but does not have the correct attributes in KFS/Core-CT data (as described above), please contact [provost@uconn.edu](mailto:provost@uconn.edu) immediately to correct the data.

#### 4.4 Resources:

- [Faculty Compensation Resources \(including Faculty Overload Approval form in "Useful Links"\)](#)
- [PageUp Resources](#)
- [Offer Letters \(Special Payroll\)](#)
- [Core-CT \(Smart HR\)](#)

#### *5. Waived Compensation*

Faculty may waive compensation from either a summer or overload assignment, in accordance with sections two and three of the Policy on Faculty Compensation. Faculty may choose to do this because they have reached the maximum earnings threshold for summer or overload compensation. Alternatively, they may simply prefer to receive funding in a university account rather than receiving compensation. Any faculty who are engaged in summer salary or overload, with the exception of faculty performing work for sponsored program activities, will fill out an agreement to waive compensation form, and make an election regarding any compensation beyond their 12/12’s or their 25% overload cap. Sponsored program summer salary may not be waived, as it is an unallowable cost and would constitute an inconsistent handling of charging for compensation across federal and non-federal sources (see section 5.1 below for more details). A faculty member who chooses to waive compensation *must* do so prior to the start of the appointment. When funds are remitted to the University rather than paid out to the faculty member, the payment is not taxable to the faculty member. Waived compensation does not count towards the faculty member’s maximum eligible earnings for summer or overload pay. Funds may be remitted to any unrestricted University account, provided that the faculty member does not have unrestricted control over the account. The following guidelines must be observed:

- Neither the faculty member, nor any employee reporting to them may serve as the Fiscal Officer on the account unless measures exist that require the approval of a third party, such as the faculty member's supervisor.
- There must not be any arrangement or agreement that permits the faculty member to be the sole decision maker regarding the use or expenditure of the funds from the account.
- The account must be subject to all University policies regarding oversight and appropriate use of University funds.

Consistent with the University's mission, the account can be used for a wide variety of purposes including, but not limited to, teaching and research supplies or equipment, graduate assistantship stipends, professional development, travel, or related expenses. Waived compensation may not be used to pay or supplement the employee's salary.

### 5.1 Waived Compensation for Sponsored Programs Activities

It is the responsibility of the faculty performing research activities for grants or contracts to adhere to the policies of the applicable funding agency during the time they are working on the grant. Grant funding cannot be waived to a faculty research account, anyone working on sponsored program funds for the summer may not waive compensation as it is an unallowable cost and would constitute an inconsistent handle of charging for compensation across federal and non-federal sources. Compensation on grant funds that is in the excess of the faculty members earning potential cannot be earned or waived.

### 5.2 Waived Compensation Tracking:

The university will ensure that agreement to waive compensation is provided prior to the start of the activity through the following documentation:

#### Waived Compensation for Overload Appointments

##### A. Faculty Overload Waived Compensation Documentation:

1. Intersession (or summer teaching categorized as overload), coordinated by the Summer and Winter Programs department:
  - i. Offer letter must include section for waived compensation election, processed outside of PageUp.
2. Intersession (or summer teaching categorized as overload), coordinated by the unit:
  - i. Faculty Overload Compensation Request Form must include section for waived compensation election.
3. 11-month faculty teaching Intersession (or summer teaching categorized as overload)
  - i. Offer is submitted in PageUp, therefore a separate Agreement to Waive Compensation must be completed PRIOR to the start of activity and HR will ensure is included in PageUp submission. The Agreement to Waive Compensation Form can be found on the [Special Payroll Information webpage](#).
4. ECE: Overload Form must include section for waived compensation election
5. eCampus: MOA must include section for waived compensation election

6. All other: Faculty Overload Approval Form must include section for waived compensation election

#### Waived Compensation for Summer Appointments

- B. Summer Salary Waived Compensation Documentation. *Appointment is entered directly into Core-CT.*
  1. 9- and 10-month faculty with summer teaching coordinated by the Summer and Winter Programs department
    - i. Offer letter must include section for waived compensation election.
  2. 9- and 10-month faculty with summer teaching or other summer appointments coordinated by school/college
    - i. Offer letter must include language for waived compensation election and must be returned signed. Offer letter templates with the required language may be found under “Faculty Overload and Summer Salary” on the [HR Offer Letters webpage](#).
  3. 11-month faculty with summer teaching
    - i. Offer is submitted in PageUp, therefore a separate Agreement to Waive Compensation must be completed PRIOR to the start of activity and HR will ensure is included in PageUp submission. The Agreement to Waive Compensation Form can be found on the [Special Payroll Information webpage](#).
  4. Summer salary research: Compensation earned on grants/sponsored programs as summer salary cannot be waived. The Faculty Summer Research Certificate does not include waived compensation election information for this reason.

#### 5.3 Waived Compensation Document Retention

All signed agreements regarding waived compensation should be shared with HR. The Summer and Winter Programs department will share signed offer letters with HR for intersession/summer teaching coordinated by The Summer and Winter Programs department. The Provost’s Office will share all Faculty Overload forms (including ECE and eCampus) with HR. Dean’s Offices must share offer letters with agreement to waive compensation election completed with HR via SPAR@uconn.edu for any appointments that faculty wish to waive compensation. HR will retain all documents reflecting agreement to waive compensation elections.

The faculty member will also complete the Waived Compensation Transaction Request form once it is determined that compensation has exceeded the maximum allowable earnings and needs to be waived. The unit funding the appointment will initiate a transfer of funds to the designated KFS account. Forms should be maintained with financial records by the unit funding the appointment and attached to the fund transfer transaction. **Upon receipt of a Waived Compensation Transaction Request form, HR will ensure request aligns with initial agreement to waive compensation election. In the case it does not, compensation will still be subject to the summer or overload maximum, and compensation over that maximum will not be remitted to a university account.**

#### 5.4 Resources:

- [HR Special Payroll Information \(including Agreement to Waive Compensation and Waived Compensation Transaction Request Form, and Faculty Summer Research Certification\)](#)
- [Special Payroll Offer Letters \(including Faculty Summer Research Certification\)](#)

- [Faculty Compensation Resources \(including Faculty Overload Approval form in "Useful Links"\)](#)

## 6. *Internal Awards*

Newly established award programs must be approved in writing by the dean and provost in advance of the award announcement and selection process. Requests should include: 1) a description of the award including an overview of criteria and selection process in line with the specifications of the relevant section in the Policy on Faculty Compensation, 2) fund source (typically a Foundation account for awards with personal compensation or 4L OPOTF/UNRSP for faculty research funds; internal awards cannot be charged to grants), and 3) justification or intended goal/outcome for the award. Requests can be sent to [provost@uconn.edu](mailto:provost@uconn.edu) for review after the dean has approved.

Once an award program has been established and approved by dean and provost, award payments to specific faculty **do not require additional provost approval** unless the award amount is more than \$10,000 in personal compensation. In accordance with the Policy, an individual faculty member may not normally accept more than \$10,000 in personal compensation for internal awards. Any request to exceed this amount must be approved by the provost. Requests can be sent to [provost@uconn.edu](mailto:provost@uconn.edu).

Internal awards do not count towards the faculty member's maximum eligible earnings for summer or overload pay.

Internal awards may be in the form of faculty research funds or personal compensation. After an award program has been established and the awardee selected, the department administrator may take the following steps to award the faculty member (by type):

- A. Faculty research funds
  1. Notify the faculty member via email or award letter that they will receive faculty research funds as a result of the award. Identify the appropriate 4L KFS account to transfer funds to (typically a faculty IDC, startup, or professional development account).
  2. Initiate a Transfer of Funds (TF) in KFS using a "From" account that matches the ledger and sub-fund or the "To" account identified by the faculty member.
- B. Personal compensation
  1. Notify the faculty member via email or award letter that they will receive personal compensation as a result of the award.
  2. Contact <https://payroll.uconn.edu/payroll-help-desk/> for direction on how to process the special payment.

## 7. *External Awards*

It is the purview of the provost to determine whether an award qualifies as a national or international award of excellence, thereby allowing a faculty member to accept a monetary award. Faculty must notify the dean and provost upon notice of award recognition, prior to accepting funds from the external agency, to evaluate whether the award qualifies for this status. Faculty should first notify their department head, dean, and assistant dean/finance director. The dean's office is responsible for submitting the request for external award status to [provost@uconn.edu](mailto:provost@uconn.edu). The provost's office may consult with the Office of University Compliance, Tax and Compliance, Labor Relations, or General

Counsel as needed when deciding. The dean's office will coordinate the documentation of approval of an external award with the faculty member, which may include a memorandum of agreement.

Faculty are welcome to reach to [provost@uconn.edu](mailto:provost@uconn.edu) at any stage in this process to consult with provost leadership directly about an external award.

### **Additional Materials**

[Policy on Faculty Compensation](#)