



Paying Faculty Procedure

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PURPOSE

It is the philosophy of San Francisco State University (SFSU) to pay faculty from a sponsored project during the academic session and for non-academic periods (additional pay) in a timely and accurate manner consistent with the California Education Code, Title 5, state and federal guidelines and in accordance with funding specifications.

For non-academic periods (Winter, Spring, Thanksgiving Break, and Summer Break) a new appointment is created to provide additional pay to faculty. For academic periods (Fall and Spring semesters), two processes have been established to pay faculty:

1. Overload appointments
2. Reimbursed Release Time (RRT)

All additional pay and RRT from federal grants is calculated based on the faculty member's institutional base rate of pay.

DEFINITIONS

Faculty Additional Pay

- Academic year faculty may receive additional pay during non-academic workdays, however, many federal grants limit additional pay to two months (44 days) per year.
- Academic year faculty may request additional pay four times per year: January Intersession, Spring Break, Thanksgiving Break, Summer Break, and, in rare cases, overloads during the academic year.
- The rate of pay for faculty during the January Intersession, Spring Break and Summer months is calculated based on the institutional base rate of pay. The faculty member's annual academic year salary is divided by nine months in order to obtain the equivalent of one month of intersession salary.
- The benefit rate for intersession salary is 9.451% for faculty with full-time academic year appointments. No additional social security tax or retirement contributions are withheld. This number includes sick (4%) and vacation leave accrual (4%), Medicare tax (1.45%) and unemployment insurance (.001%). The benefit rate for faculty with part-time academic year appointments is 34.68%.

Most faculty salaries are academic year (A/Y) salaries that are paid over 12 months. While faculty may be expected to teach, and carry out other duties, only during the months of September through May, the faculty member receives checks of equal amounts in each of the 12 calendar year months.

Probationary/tenured faculty and lecturers are eligible for pay during intersession periods. Academic year faculty are paid directly through the ORSP payroll during intersession periods based on the Research Fellow classification. Regular Research Fellows (postdoctoral researchers) are paid from account code 601300. Faculty receiving additional pay are paid from account code 601825.

In any given academic year, there are approximately 3 days of Thanksgiving Break, 14 days of Winter Intersession, 5 days of Spring Break and 60 days of Summer Break. This is a total of 82 days or 656 hours. Summer salary may be budgeted up to full-time. Overload on intersession salary is not allowable.

Calendar Year Faculty

Tenured/tenure-track faculty and lecturers may have calendar year appointments, rather than academic year appointments. Faculty with calendar year appointments are not eligible for additional pay during intersession periods (Summer, Winter Intersession, Spring Break, Thanksgiving Break). Calendar year faculty are eligible for Reimbursed Release Time. Benefit rates for calendar year faculty are based on actual costs and are calculated at the time the RRT Agreement is processed.

Faculty on Early Retirement Program (FERP)

Tenured/tenure-track faculty are eligible to participate in the Faculty Early Retirement Program (FERP). Lecturers are not eligible for FERP. FERP allows faculty to work after they have retired from the CalPERS system. Faculty may work up to half of their pre-retirement time base. FERP faculty are given a post-retirement appointment with a set time base through the academic college/department.

FERP faculty who work on a sponsored project are eligible for Reimbursed Release Time. They are NOT eligible for any additional pay during intersession periods. If the time base of a FERP faculty is 50% time, RRT up to 50% may be budgeted. The calculation for RRT for FERP faculty is the same as for regular faculty. However, there is no benefit cost for FERP faculty.

Department Chair Appointments

Department Chairs with full-time, calendar year appointments are not eligible for additional pay during intersession, nor are they eligible for RRT. Department Chairs with full-time academic year appointments are eligible for pay and RRT during intersession periods. Most Department Chairs have “split” appointments. The Chair may have a regular academic year faculty appointment of 60% and a calendar year Chair appointment at 40% time. In this case the Chair is eligible for RRT of up to 60% time* and 60% pay during intersession periods.

*In this case however, the Chair should only budget up to 20% RRT. The other 20% time is administrative time. Federal funding guidelines state that all faculty should have administrative time as an identified part of their work load. This administrative time is not an allowable charge to federal grants. Administrative time is used to perform University business, and also to write grant proposals. Time used to write grant proposals for future funding should not be charged to a PI's current grant.

Overload for Faculty

Overloads are budgeted with the approval of the faculty member's Dean. The faculty member should negotiate his/her teaching load with his/her Department Chair and Dean before requesting overload. In addition, the use of overload should be minimized to exceptional cases that would have a likely duration of one semester. Overloads are allowable up to 25% time, and subject to the Additional Employment policy. Faculty with calendar year and academic year appointments are eligible for overload. The Grants Administrator contacts the funding agency to request prior approval of all overload appointments.

ROLES AND RESPONSIBILITIES

Office of Research and Sponsored Programs

- **Personnel Specialist (Specialist)**
 - Creates and customizes the online Payment Request Form on the ORSP website for each academic and non-academic period in order to process additional pay for faculty working on a sponsored project.
 - Processes an appointment in HRMS for a particular period.
 - Completes an RRT (for academic period) or ETRAC (non-academic session) for the faculty member.

- **ORSP Personnel Manager**
 - Informs Principal Investigators each month through the ORSP Newsletter about due dates for completing the Payment Request Form
 - Reviews the appointment documentation or RRT Form for completeness and accuracy.
 - Approves the SFSU hiring documentation and approves the ETRAC request in HRMS.

- **Grants Administrator (GA)**
 - Reviews the appointments in ETRAC for non-academic sessions.
 - Reviews the RRT documentation for academic periods.
 - Verifies available funds in the project account to cover the position and checks that the time period for the new appointment does not conflict with the project period in the sponsored account.
 - Processes the RRT Agreement.

Human Resources

- **Payroll Specialist (PS)**
 - Reviews and approves the ETRAC for non-academic session additional pay appointments and academic semester overload appointments.
 - Enters pay data and enters the data from the Personnel Payroll Transaction (PPT) into the State Controller's Office payroll system to generate pay.
 - Certifies retroactive payments, reconciles payments with ORSP attendance records, processes and authorizes paycheck disbursement.

- **Faculty Personnel Specialist**
 - Receives the ETRAC, checks for effective date, end date, time base, and assignment of benefit and retirement plan.
 - Loads ETRAC into HRMS and groups all Research Fellows appointed for non-academic periods.
 - Prints Personnel Payroll Transaction forms for auditing.

- **Human Resources Payroll Office**
 - Audits Personnel Payroll Transactions for effective date, end date, position number, time base, and assignment of benefit and retirement plans, probationary code, etc.
 - Reconciles payments, authorizes disbursement and sends the paychecks to Fiscal Affairs for distribution.

Academic Department or Responsible Unit

- **Principal Investigator (PI)**
 - Completes the Payment Request Form on the ORSP website for each academic and non-academic session during the year.
 - Reviews and gives signature approval to the Additional Pay Appointment Form generated by ORSP Personnel for non-academic appointments, or the RRT Form for academic periods.
 - Assists other SFSU faculty who work on his/her project to submit online payment requests and signs his/her Additional Pay or RRT Form.

Fiscal Affairs

- **Fiscal Affairs Accountant (FAA)**
 - Processes journal entries in FMS for all RRT transactions.
- **Fiscal Affairs Office**
 - Reconciles the payroll prior to distribution as an added audit feature (checks and balances).

PROCEDURE

A. Additional Pay

1. Initiation
 - a. The PI requests additional pay using the Online Payment Request Form. The PI provides ORSP Personnel staff with information concerning the time period and funding source for the appointment.
 - b. ORSP Personnel staff generates a transaction document and routes it for approval.
 - c. Upon approval, ORSP Personnel staff generates the electronic ETRAC and forwards to Human Resources for processing.
 - d. ORSP Personnel staff reviews the project account for conflicts with funding and project dates.
2. Verification
 - a. The ETRAC is forwarded to the GA for funding verification and to ensure that the start/end dates of the appointment do not conflict with project dates.
 - b. If the request is for an overload appointment, the GA also ensures that the approval of the funding agency has been documented.
3. Processing ETRAC
 - a. Prior to loading, all information is audited by the Payroll Specialist (PS), data is entered including retirement plan code and work group, verification is made of appointment end dates, multiple positions, probationary and anniversary dates, visa status, etc. The Payroll Personnel Transaction (PPT) document is generated for the Payroll Office.
 - b. The PS loads ETRAC into HRMS.

4. Processing PPT

- a. The PS verifies information and enters data into the State Controller's Office system to issue a pay warrant.
- b. The PS certifies retroactive payments, reconciles payments with ORSP attendance records, processes and authorizes paycheck disbursement.
- c. Once the payroll process is complete and paychecks come to SFSU, the Payroll Office reconciles payments, authorizes disbursement and sends the paychecks to Fiscal Affairs for distribution.
- d. Fiscal Affairs reconciles the payroll prior to distribution as an added audit feature (checks and balances).

B. Reimbursed Release Time (RRT)

1. Initiation

- a. The PI requests RRT using the Online Payment Request Form.
- b. The PI provides ORSP with information concerning the time period (semester) and funding source for the appointment.
- c. ORSP Personnel staff generates a transaction document and routes for approval.
- d. ORSP Personnel staff reviews the project account for conflicts with funding and project dates.

2. Verification

- a. The RRT Agreement is forwarded to the GA for funding verification and to ensure that the start/end dates of the appointment do not conflict with project dates.

3. Processing

- a. The RRT Agreement is forwarded to Fiscal Affairs for processing.

RELATED DOCUMENTS

- [San Francisco State University Human Resources \(Additional Employment Policy\)](#)
- [OMB Circular A-21](#)
- NSF Grant Policy Manual 2/9 Rule, Section 611
- Payment Request Form
- Reimbursed Release Time Form
- [SFSU Faculty Manual](#)