

University of South Carolina Upstate

INTRA-CAMPUS MEMO

From: Ella Mae Bowers, Human Resources Office
Date: March 29, 2007
Subject: 2007 Faculty Summer School Pay Schedule

Please distribute this document to all of your managers responsible for hiring faculty during the summer months with instructions to give a copy of the attached summer school pay schedule to the permanent and temporary faculty being hired for summer school sessions.

Faculty hired during the following session must be paid on a PBP-2:

Maymester

May 14 – June 1

Summer I (June 4 - June 28 or 29) and Summer II (July 9 - August 2 or 3) will be paid on the turnaround document, **but** remember the turnaround document will only list assistant, associate and full professors. If you are hiring senior instructors, instructors, or temporary faculty, they will have to be paid on a PBP-2.

If managers are hiring faculty who have dates of employment other than the dates listed on the attached 2007 Summer School Pay Schedule (classes that do not fall within the normal dates of Summer I and Summer II), please contact human resources so we can help you decide whether you have to process on a PBP-2 or add the faculty name on the turnaround document. As stated above, senior instructors, instructors, or temporary faculty always have to be paid on a PBP-2.

For the “basis” blank on PBP-2’s, type the name of the session – Maymester, Summer I, Summer II – be specific.

REMINDER: The accounting information class code for Maymester is 51332. The class code for Summer I and Summer II is 51330.

Attachment