

Summer Pre-Hires

Occasionally departments have to hire and/or compensate effort for **NEWLY** appointed EHRA Tenure/Tenure Track (T/TT) faculty member prior to their August 16 academic start date. In an effort to accommodate research and scholarly initiatives, Human Resources (EHRA Administration, HRIM and Benefits) has identified two options to assist units:

Option #1 – NEWLY appointed T/TT faculty hires and/or compensation prior to July 1

If you intend to hire and/or compensate a **newly** appointed T/TT faculty member prior to July 1, use PeopleSoft Action/Reason entitled “Summer Pre-Hire”. This Action/Reason is designed for initiating the first-ever paid summer assignment of a new faculty member who will begin their first formal appointment prior to the Aug 16th date. The summer pre-hire assignment could be benefits-eligible (except not eligible for leave accrual) if standard hours per/week meet the benefit threshold. If the appointment is not benefits-eligible during this period, use HIR/HTF (Hire as Temp Faculty) Action/Reason instead.

Utilize the HR Dashboard Quicklinks Hire/Rehire JAR option:

- 1.) Select the EHRA Faculty Employee Class and the Desired Start Date (may vary depending on the agreed upon date of the new faculty member). In general, this effective date should be between May 16 and June 30. All new hires will require a background check. The following “JAR Initiate Request” data is unique to option #1:
 - The “Summer Pre-Hire” Action/Reason must be used.
 - The “Base Compensation” field must be \$1.00 and the agreed summer payment will be processed through additional compensation app., defined in the next step.
 - Enter the number of hours per/week the faculty member will be working in the standard hours field. If the intent is to provide the new faculty member with health insurance coverage prior to July 1, the standard hours must be at least 30.
 - Leave the “Recurring Contract” field as 12 month assignment prior to July 1.
 - The “Appointment Info” section should reflect only the pre-summer appointment dates with an end date of 6/30.
 - The “Academic Rank” section should reflect accurate rank & home along with tenure status & type.
- 2) The actual compensation for the anticipated pre-summer services should be entered through the Additional Compensation Application.
- 3) A subsequent contract action (*2nd job data action*) indicating the employee’s 9 month position number will need to be updated in job data at the end of June with an effective start date of 7/1. All job data tabs will need to be reviewed to make sure the data reflects the 9 month position and contract agreement starting in the fall semester.

Option # 2 – NEWLY appointed 9-month T/TT faculty hire and/or compensation starting in July but prior to August 16

- 1) If you intend to hire and/or compensate a **newly** appointed 9-month T/TT faculty member during the month of July and/or prior to August 16, use the Action/Reason “Hire for Regular Employment” with an effective date of July 1. If the intent is to provide health insurance benefits beginning July 1, enter an effective date of June 30.

For further details on some of the field values, reference the following chart.

Option	#1 Prior to July 1	#2 On or After July 1 but prior to 8/16
<i>Effective Date</i>	First day worked	July 1
<i>Action</i>	Hire	Hire
<i>Reason</i>	Summer Pre-Hire	Hire for Regular Employment
<i>Position Number</i>	Leave blank until subsequent contract	Permanent 9 month position number
<i>Job Code</i>	Select an appropriate faculty job code	Regular tenure track job code associated with the position
<i>Standard Hours</i>	Must be at least 30 if the intent is to provide the new faculty member health insurance benefits	May be less than 40 if the faculty member is part-time; 30 or more for benefits eligibility
<i>Anticipated Appt. Length</i>	9 mos. or greater*	9 mos. or greater*
<i>Base-Comp Rate</i>	\$1.00	Annual Salary noted in appointment offer letter
<i>Rank/Tenure</i>	Should reflect the tenure track agreement	Should reflect the tenure track agreement
2nd Job Data Action		
<i>Effective Date</i>	7/1	
<i>Action</i>	Pay Rate Change	
<i>Reason</i>	Subsequent Contract	
<i>Position Number</i>	Enter the permanent 9 month position number the person is assigned to	
<i>Job Code</i>	Regular tenure track job code associated with the position	
<i>Anticipated Appt. Length</i>	9 mos. or greater*	
<i>Standard Hours</i>	Should reflect STD hours associated with the position	
<i>Base-Comp Rate</i>	Annual Salary noted in appointment offer letter	
<i>Rank/Tenure</i>	Should reflect the tenure track agreement	

* *Anticipated Appointment Length should reflect the contract agreement*