

## HOW TO CALCULATE FTE MONTHLY/HOURLY RATE ENTERED ON EPA FOR FACULTY TEACHING SUMMER (BOTH ADJUNCT AND REGULAR FACULTY)

1. First, you must know the faculty's total pay (or budgeted salary) for the term in order to calculate the FTE Monthly/Hourly Rate to enter on their EPA...

**\*If you need to figure out the total pay (or budgeted salary) for a full-time faculty, use the instructions titled "HOW TO CALCULATE SALARY FOR FULL-TIME FACULTY TEACHING SUMMER UNDER NEW PROVOST GUIDELINES (DOES NOT APPLY TO ADJUNCTS)"**

**\*If you need to figure out the total pay (or budgeted salary) for an adjunct, refer to their offer letter**

2. Once you have the faculty's total pay (or budgeted salary) for the term, use the following formula to calculate the FTE Monthly/Hourly Rate that will be entered on their EPA-

Budgeted Salary for Term / Term Months / % Effort for Term\* = FTE Monthly/Hourly Rate

Example: FT faculty is teaching 3 SCH for Summer Session I, and budgeted salary for term is \$4,155

then \$4,155 / 1.5 months / 50% effort = \$5,540 (entered on EPA Rate Information section)

Therefore, in this example, the faculty's FTE Monthly/Hourly Rate for this term is \$5,540.

*\*To calculate the faculty's % effort for the term, divide the faculty's total number of SCH for the term by 6 for a FT faculty, or by 7.5 for an adjunct faculty and this will give you the %.*

3. To confirm your calculation is correct, check the "Budgeted Salary" on the EPA to ensure it matches the faculty's budgeted salary for the term.

PLEASE NOTE: If your faculty is teaching both Summer I and Summer III, use 1.5 months and 100% effort for the formula above. You will also need to use 6/1 to 8/31 as your term dates, check off "Source Balance Edits Overridden," select "Locked Amounts" next to "Source Control," and set up your EPA Funding Source Lines to reflect the two different terms (i.e. one funding source line for 6/1 to 7/15 with the payment amount for Summer I, and a second funding source line for 6/1 to 8/31 with the payment amount for Summer III). Please contact the Office of Budget, Payroll and Fiscal Analysis for questions or more information.

## HOW TO CALCULATE SALARY FOR 9-MONTH FACULTY TEACHING SUMMER UNDER NEW PROVOST GUIDELINES (DOES NOT APPLY TO ADJUNCTS)

### EFFECTIVE SUMMER 2017

These guidelines do not apply to adjunct faculty, 10.5-month faculty, or 12-month faculty. If you need to figure out the total pay (or budgeted salary) for an adjunct, refer to their offer letter. For questions on 10.5-month or 12-month faculty, please contact the Office of Budget, Payroll and Fiscal Analysis.

First, start with 9-month salary of FT Faculty... (this can be found in Canopy, using EPA Search tab to search for faculty member's name or PIN)

**\*If faculty makes more than \$60,180**, the faculty should be paid \$5,000 per 3 SCH course (or \$1,666.67 per 1 SCH)

**\*If faculty makes \$60,180 or less**, use formula below to calculate rate per 1 SCH-

9 mo. salary x 2.77% = Pay for 1 SCH

Example: \$50,000 = 9 mo. salary      then      \$50,000 x 2.77% = \$1,385 (pay for 1 SCH)

Next, calculate pay for term by multiplying rate for 1 SCH by the # of SCH that the faculty is teaching-

Example: Faculty is teaching 3 SCH      then      \$1,385 x 3 = \$4,155 (pay for 3 SCH)

Therefore, in this example, the faculty's total pay (or budgeted salary) for this term is \$4,155.

PLEASE NOTE: The total pay (or budgeted salary) figured above is NOT entered onto the faculty's EPA. The amount entered for salary purposes is the faculty's FTE Monthly/Hourly Rate, but you will need to know your faculty's total pay for the term in order to calculate their FTE Monthly/Hourly Rate. For information on how to calculate this amount, please refer to the instructions titled "HOW TO CALCULATE FTE MONTHLY/HOURLY RATE ENTERED ON EPA FOR FACULTY TEACHING SUMMER (BOTH ADJUNCT AND REGULAR FACULTY)"