

Off Cycle Hiring Process for Faculty

General Guidelines on Accrual, Assignment Duration, & Work Schedule

Faculty must be active on 7/1/YYYY or hired on 7/1/YYYY to receive accrual which in SAP is Employee Subgroup (ESG) 02.

If a faculty member is in ESG 02, SAP is configured to calculate the annual salary using 12 months.

The work schedule rule has no reflection on the employee's calculated annual salary. The annual salary is calculated using the assignment duration.

Currently, CRC Faculty who are not on accrual are placed on a 9 or 12 month assignment duration and their pay is spread out over either period.

By definition, assignment duration references what type of appointment the faculty member holds (9 month or 12 month).

In terms of accurately calculating annual salary, we need to adjust the assignment duration to reflect the months being paid.

How to Set up Off Cycle New Hires in Year One of Employment

New CRC Faculty who are not hired 7/1/YYYY but have an agreement to be paid for July and August of that year and June of the following year need to be coded differently than employees that are coded on accrual.

If an employee is hired 9/1/YYYY and the agreement is for the employee to receive his/her full annual salary as if he/she was hired on 7/1/YYYY, the departments should calculate the salary per pay period based on the actual months paid (i.e. 10 months).

This will allow the employee to be paid their full annual salary from 9/1/YYYY to 6/30/YYYY and will reflect the correct annual salary in SAP.

Off Cycle New Hire Example Scenario #1

Hire agreement for a faculty member is to be paid \$135,000 per Academic Year/Fiscal Year from 7/1/YYYY to 6/30/YYYY but their official appointment start date is 9/1/YYYY.

Assignment duration should be designated as 10 months in the initial year of employment.

Faculty member will be paid a salary per pay period of \$13,500 for 10 months = agreed upon annual salary of \$135,000 through 6/30/YYYY.

The next year, effective 7/1/YYYY, the faculty member should be shifted to accrual and placed on a 9-month assignment duration.

Work schedule should remain E08MO1N1 8 Hour 5 Day.

Salary per pay period will now be \$11,250 for 12 months = agreed upon annual salary of \$135,000.

Off Cycle New Hire Example Scenario #2

Hire agreement for a faculty member is to be paid \$75,000 per Academic Year/Fiscal Year from 7/1/YYYY to 6/30/YYYY but their official appointment start date is 8/1/YYYY.

Assignment duration should be designated as 11 months in the initial year of employment.

Faculty member will be paid a salary per pay period of \$6,818 for 11 months = agreed upon annual salary of \$75,000 through 6/30/YYYY.

The next year, effective 7/1/YYYY, the faculty member should be shifted to accrual and placed on a 9-month assignment duration.

Work schedule should remain E08MO1N1 8 Hour 5 Day.

Salary per pay period will now be \$6,250 for 12 months = agreed upon annual salary of \$75,000.

Off Cycle New Hire Example Scenario #3

Hire agreement for a faculty member is to be paid \$118,000 per Academic Year/Fiscal Year from 7/1/YYYY to 6/30/YYYY but their official appointment start date in year one is 01/01/YYYY.

Assignment duration should be designated as 12 months in the initial year of employment.

Faculty member will be paid half their Academic Year salary = \$59,000 from January-June. Salary per pay period = \$9,833 over six-month period.

The next year, effective 7/1/YYYY, the faculty member should be shifted to accrual and placed on a 9-month assignment duration.

Work schedule should remain E08MO1N1 8 Hour 5 Day.

Salary per pay period will remain \$9,833 paid over 12 months = agreed upon annual salary of \$118,000.

Other Off Cycle New Hire Scenarios

If you have an off cycle new hire beginning their appointment in either October or November, please consult with the Faculty Data Shared Services Center in advance of setting them up in SAP.

These types of off cycle new hires are very rare and usually due to a special circumstance (i.e. International hires).