

## Payroll Guidelines 2022-2023

### Important Note

With the implementation of Workday, the information in this document on processing electronic personnel actions will change as of July 1<sup>st</sup>. Additional information and training will be provided at a later date.

	Employment Agreements Dates	ePAF/Agreement Deadlines	First Paycheck**	# of Pay Periods
<b>9-Month Faculty</b>				
Summer A	05/08/2022-06/22/2022	04/08/2022	05/20/2022	3.3
Summer B	06/22/2022-08/06/2022	05/23/2022	07/01/2022	3.3
Summer C&D	05/08/2022-08/06/2022	04/08/2022	05/20/2022	6.5
Fall	08/08/2022-12/21/2022	07/15/2022	08/26/2022	9.8
Spring	12/21/2022-05/07/2023	12/01/2022	12/30/2022	9.8
Academic Year	08/08/2022-05/07/2023	07/15/2022	08/26/2022	19.5
<b>12-Month Faculty</b>				
	Employment Agreements Dates	ePAF/Agreement Deadlines	First Paycheck**	# of Pay Periods
Annual	08/08/2022-08/07/2023	07/15/2022	08/26/2022	26.1
<b>Adjunct Faculty</b>				
	Employment Agreements Dates*	ePAF/Agreement Deadlines	First Paycheck**	# of Pay Periods
Summer A	05/16/2022-06/29/2022	04/15/2022	06/03/2022	3.3
Summer B	06/27/2022-08/10/2022	05/27/2022	07/15/2022	3.3
Summer C&D	05/16/2022-08/10/2022 (C) 05/16/2022-07/20/2022 (D)	04/15/2022	06/03/2022	6.3 4.8
Fall	08/22/2022-12/14/2022	07/22/2022	09/09/2022	8.3
Spring	01/09/2023-05/05/2023	12/01/2022	01/27/2023	8.5
Academic	08/22/2022-05/05/2023	07/22/2022	09/09/2022	18.5
<b>Graduate Assistantship</b>				
	Employment Agreements Dates*	ePAF/Agreement Deadlines	First Paycheck**	# of Pay Periods
Summer C&D	05/16/2022-08/10/2022	04/15/2022	06/03/2022	6.3
Fall	08/22/2022-12/14/2022	07/22/2022	09/09/2022	8.3
Spring	01/09/2023-05/05/2023	12/01/2022	01/27/2023	8.5
Academic Year	08/22/2022-05/05/2023	07/22/2022	09/09/2022	18.5
Annual	08/15/2022-08/14/2023	07/15/2022	08/26/2022	26.1

\*The agreement and ePAF begin and end dates should always reflect the dates of the employee's actual work assignment. If the employee's actual working dates are different from the dates listed above, the agreement and ePAF must reflect the correct dates\*\*

\*\*These dates are based on the personnel actions and agreements being submitted by the deadline.

Effective 2021, UCFIT has implemented a deprovisioning process for emails based on the termination date in the system. Adjuncts, GTAs, and GRAs will receive 100-day grace period after their termination date. The termination date is based on the end date of their agreement.

## FACULTY: ACADEMIC YEAR

### Important Note

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### **Important Information Regarding New Faculty**

#### New Employee Orientation Session

All new faculty must attend a Human Resources New Employee (Benefits and Payroll) Orientation session.

Enrollment procedures for those who wish to receive a September 1<sup>st</sup> 2022 insurance effective date are discussed during the New Employee (Benefit and Payroll) Orientation.

**Please note:** Attendance of New Employee (Benefits and Payroll) Orientation does not guarantee benefit enrollment or that the faculty member will receive his or her first paycheck on August 26, 2022. Only employees who have received a signed employment agreement from the Office of Academic Affairs Administration can be added to the university's payroll and enroll in benefits.

**The 2022 New Employee (Benefits and Payroll) Orientation Sessions are scheduled on Friday, August 12<sup>h</sup> and Friday, August 26<sup>th</sup> from 8am-12pm. HR Learning will notify hiring departments if additional sessions are added if the need arises.**

#### New International Faculty\*

All new international faculty members **must meet** with an Employment & Taxation Coordinator at UCF Global Please refer to the UCF Global website at <http://global.ucf.edu/> for more information on employment guidelines and on applying for a Social Security Number. If you have any questions, please contact UCF Global at (407) 823-2337.

## FACULTY: SUMMER 2022

### Appointment Dates and Employment Agreement and Electronic Personnel Action Form (ePAF) Deadlines

Faculty employment agreements (and ePAFs as needed; please refer to "ePAFs" section below) should be submitted to Human Resources by the required deadlines.

#### ePAFs

**ePAFs for faculty summer appointments are not required.** The only exceptions are for new hires or for returning faculty whose earnings distribution (funding) department number(s), and/or home department number are changing, so the information will be different from what is on record currently.

In this regard, please review the home department number and standard hours information displayed in the "For Human Resources Use Only" section at the bottom left-hand corner of each employee's employment agreement. Only if this information is changing or an employment agreement revision is required (see "Employment Agreement Revisions" below) will an ePAF need to be prepared and forwarded to Human Resources.

ePAFs must be submitted to terminate any faculty members **not** returning for the summer or fall semesters. Failure to provide a termination ePAF could result in an overpayment to the faculty member and a recovery fee of 25% of the gross overpayment to the department.

#### Employment Agreements

To guarantee inclusion in the first payroll of the summer term, Human Resources must receive the signed employment agreement, or a copy signed by Academic Affairs **no later than Friday, April 8th**. It is the department's responsibility to ensure the fully executed agreement (signed by the employee) is forwarded to Human Resources-Employment Services & Records. Again, an ePAF is required only in the cases noted above.

Note that all 9-month faculty will have been automatically placed on short work break at the end of the Spring 2022 semester (effective May 8, 2023). These employees will remain on short work break until an employment agreement is submitted to return them to payroll for summer or fall employment, or until an ePAF is submitted to terminate them. Therefore, employment agreements (or ePAFs) are not necessary for faculty who **will not** be teaching during the summer semester.

#### Employment Agreement Revisions

REVISIONS TO THE ORIGINAL EMPLOYMENT AGREEMENTS WILL NOT REQUIRE NEW EMPLOYMENT AGREEMENTS. Specifically, an increase or decrease in total standard hours or a change in term from A or B to C, etc. will be implemented via the Supplemental Summer Agreement Change Notification form and ePAF, which will serve as an addendum to the employment agreement. In that case, two rules should be noted:

- Changes to the earnings distribution (funding) department number(s) that do not result in an increase or decrease in the total employment agreement FTE are not employment agreement revisions and only require the Funding Distribution Change eform be submitted; in addition to submitting the funding change for 08/08/2022 for the employee to be reverted to the appropriate funding in Fall.
- A new summer employment agreement is required only in cases where the faculty member did not plan to work at all during the summer, and a summer employment agreement was never issued. In those cases, please contact your college Dean's Office for assistance.

#### Payroll Certifications Based on a 1.00 FTE

The first certifications for **Summer A, C, and D** terms will be processed during the pay period beginning Friday, April 29, 2022 and ending Thursday, May 12, 2022. These employees will be certified for four (4) working days from the summer employment agreement. If a summer employment agreement has not been submitted to return the employee from short work break for Summer A, C, or D term, the employee will only be paid through the end of Spring semester (six working days).

Please note that the last certification period for **Summer A** term, ending June 22, 2022, will be processed during the pay period beginning Friday, June 10, 2022, and ending Thursday, June 23, 2022. These employees will be certified for nine (9) working days (June 10-June 22).

The first certification for **Summer B** term will be processed during the pay period beginning Friday, June 10, 2022 and ending Thursday, June 23, 2022. Employees working Summer B only will be certified for two (2) working days (June 22-June 23). If an ePAF has not been submitted to return the employee from short work break for Summer B term, no payment will be processed.

## GRADUATE ASSISTANTSHIPS

### **Important Note**

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#### Rules Governing Graduate Assistantships

##### **Academic Year 2022-2023**

- To facilitate on-time payments, all graduate assistantship agreements/hiring actions must be created in the Graduate Financials System and submitted in Workday by July 15<sup>th</sup> for annual agreements and July 22<sup>nd</sup> for academic year agreements. The last day to submit financial support documentation for all continuing students or new domestic students is August 12. The last day to submit financial support documentation for new international students is August 17.
- All academic year agreements should be from August 22, 2022, to May 5, 2023 (academic year), or from August 15, 2022 to August 14, 2023 (annual).

- All agreements will specify either a .25 FTE (10 hours of service per week) appointment or a .50 FTE (20 hours of service per week) appointment. A .50 FTE appointment is considered the university standard graduate assistantship.
- All agreements will specify a stipend level that is commensurate with program stipend levels. Stipend levels must be at least \$10,000 for fall/spring agreements for master's students and \$12,000 for fall/spring agreement for doctoral students.

## Summer 2022

- To facilitate on-time payments, graduate assistantship agreements/ePAFs for the summer semester must be submitted to the College of Graduate Studies before the HR ePAF deadline on April 15. The last day to submit financial support documentation for all continuing students or new domestic students is May 2. The last day to submit financial support documentation for new international students is May 6.
- All agreements will specify either a .25 FTE (10 hours of service per week) appointment or a .50 FTE (20 hours of service per week) appointment. A .50 FTE appointment is considered the university standard graduate assistantship.
- All agreements will specify a stipend level that is commensurate with past stipend levels. Stipend levels must be at least \$3,750 for master's students and \$4,500 for doctoral students on .50 FTE summer agreements.

## **Important Agreement and Hiring Guidelines Prior to July 1st**

- In no case should any graduate assistantship activity begin until the appropriate agreement is processed and signed. Therefore, once again, please ensure that all paperwork for new employees is submitted to Human Resources by the published deadline dates.
- All assistantship agreements must be created in the Graduate Financials System managed by the College of Graduate Studies. Access to this system and training requests should be sent to [gradassistantship@ucf.edu](mailto:gradassistantship@ucf.edu) or contact Jennifer Parham (407-823-4337) in the College of Graduate Studies.
- Graduate Teaching Associates (9183) require a Teaching Qualifications Form to be submitted with the agreement to the College of Graduate Studies, available on the Graduate Studies website.
- The agreement and ePAF beginning and ending dates should always reflect the dates of the employee's actual work assignment. If the employee's actual working dates are different from the dates listed on the first page, the agreement and ePAF must reflect the correct dates.
- Timely ePAFs should be submitted for changes prior to the end date of existing Graduate Assistant agreements. Failure to provide a termination ePAF could result in an overpayment to the student and a recovery fee of 25% of the gross overpayment to the department.
- Prior to July 1<sup>st</sup>, ePAFs to terminate graduate assistantship agreements **will not** be required at the end of Summer semester. The employees will automatically be terminated at the end the semester based on the end date indicated on the agreement submitted to hire them for that semester.
- **Effective 2021, UCFIT has implemented a deprovisioning process for emails based on the termination date in the system. GTAs, and GRAs will receive 100-day grace period after their termination date. The termination date is based on the end date of their agreement.**
- All new international students must complete employee sign-in documents with an Employment and Taxation Coordinator at UCF Global **BEFORE** the student begins employment. Please refer to the UCF Global website at <http://global.ucf.edu/> for more information on employment guidelines and on applying for a Social Security Number. If you have any questions, please contact UCF Global at (407) 823-2337.

## **Important Information Regarding Graduate Students**

- A graduate assistantship agreement must also be submitted for employees in the following job codes: Graduate Researchers, 9181 or 9182; Graduate Teachers, 9183 (instructor) or 9184 (assistant) and Graduate Grader, 9187; and Graduate Assistant, 9186.
- UCF requires a criminal history background investigation for all new hire graduate assistantship students (job codes 9181, 9182, 9183, 9184, 9186, 9187), as well as for those GTAs, GRAs, and GAs who are being rehired as graduate

assistants after being off the university payroll for one year or more. Please see [Background Checks](http://www.hr.ucf.edu) at [www.hr.ucf.edu](http://www.hr.ucf.edu) before hiring new graduate assistants for instructions on how to have a background investigation completed.

- Graduate students who are enrolled at least half-time, are scheduled to work less than 30 hours per week, and are employed in a graduate student job code, may qualify for exemption from Social Security and Medicare (FICA) taxes during pay periods that overlap with the academic term and during breaks of less than five weeks. Breaks longer than five weeks where graduate students are employed but not enrolled will result in withholding FICA taxes.
- Graduate students who have assistantships are standardly limited to working a maximum of 20 hours per week (.50 FTE) during the fall and spring semesters, regardless of the number of departments in which they have assistantship support. Graduate students whose full-time equivalency (FTE) exceeds .50 must have an approved Supplemental Assignment Form from the College of Graduate Studies. A new form must be submitted and approved by the College of Graduate Studies for each new academic year. The form is available on the College of Graduate Studies website at <https://graduate.ucf.edu/graduate-guide/>. Please note that graduate students who are non-resident aliens on F-1 visas are **not** permitted to work more than 20 hours per week except during the summer and official school breaks.
- A Supplemental Assignment Form is not required for summer appointments.
- In the summer semester, F-1 students may work up to 40 hours per week (assuming the student is “in status” and has been asked by the employer to work the hours).
- Job code OPSGRD is NOT a graduate assistantship and is not governed by graduate assistantship requirements. OPSGRD is an hourly appointment for enrolled graduate students who are assigned non-graduate assistantship duties (a “job” rather than the professional development experience of research, teaching, or administration). A graduate student cannot be appointed as both OPSGRD and graduate assistantship (9181-9184, 9186, 9187).
- For more clarification, please refer to the current Graduate Catalog and Graduate Guide, available on the College of Graduate Studies website at <https://graduate.ucf.edu/graduate-guide>.

## ADJUNCT FACULTY

### **Important Note**

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#### Important Information Regarding Adjunct Faculty

- In no case should any adjunct faculty activity begin until the appropriate agreement is processed and signed.
- Agreements should be prepared on the approved Academic Affairs form located on the Human Resources website at <https://hr.ucf.edu/files/Adjunct-Contract-FINAL-11.18.19.pdf>. ALL adjunct agreements should contain the following special condition: **Adjunct Faculty will receive {9} paychecks.**
- **For Academic Year 2022-2023; The first check of the semester will be on {Friday, September 9, 2022} or {Friday, January 27, 2023}, assuming all paperwork has been accurately completed and submitted by the required deadline**
- **For Summer 2022, the first check of the summer semester will be on {Friday, June 3rd, 2022} (A, C or D) or {Friday, July 15, 2022} (B), assuming all paperwork has been accurately completed and submitted by the required deadline.**
- The agreement and ePAF beginning and ending dates should always reflect the dates that the employee’s work assignment begins and ends. If the employee’s actual working dates are different than the recommended dates, the agreement and ePAF must reflect the correct dates. You must also correct the “special condition” statement on the agreement to reflect the appropriate number of paychecks and the correct date the employee will receive his/her first paycheck.
- Prior to July 1<sup>st</sup>, 2022, ePAFs to terminate adjuncts **will not** be required at the end of each semester. The employees will automatically be terminated at the end of summer semester based on the end date indicated on the agreement submitted to hire them for that semester.

- **Effective 2021, UCFIT has implemented a deprovisioning process for emails based on the termination date in the system. Adjuncts will receive 100-day grace period after their termination date. The termination date is based on the end date of their agreement.**
- All new international adjunct faculty members **must meet** with an Employment & Taxation Coordinator at UCF Global. Please refer to the UCF Global website at <http://global.ucf.edu/> for more information on employment guidelines and on applying for a Social Security Number. If you have any questions, please contact UCF Global at (407) 823-2337

## **PHASED RETIREES: ACADEMIC YEAR 2022-2023**

### Important Information regarding Phased Retirees

- The agreement beginning and ending dates should always reflect the dates that the employee's work assignment begins and ends. Note that the agreement dates for phased retirement program participants are the same as the agreement dates for nine-month faculty.
- The university's contribution for State Health and Life Insurance must be included in the agreement for each phased retirement program participant. Departmental representatives who have responsibility for preparing the agreements should contact the Benefits Section of Human Resources at (407) 823-2771 or [benefits@ucf.edu](mailto:benefits@ucf.edu) to determine the university's contribution for each participant.

### Leave Information for Phased Retirement Program Participants

- Participants will be credited with five days of leave at the beginning of each full-time semester appointment. For less than full-time appointments, the amount of leave credited will be prorated based on the employee's assigned full-time equivalency (FTE). This leave, with appropriate notice and approval, shall be used in 4-hour increments when participants are unable to perform their assigned duties due to their personal illness or injury or that of their immediate family. The leave may be accumulated for future use and will not be paid at the termination of the re-employment period.
- If participants were previously employed on a 12-month appointment and receive the same or similar assignment, they will be credited with an additional five days of leave at the beginning of each semester appointment. For less than full-time appointments, the amount of leave credited will be prorated based on the employees' assigned FTE. This leave, with appropriate notice and approval, shall be used in 4-hour increments for personal reasons unrelated to illness or injury. The leave may not be accumulated for future use and will not be paid at the termination of the re-employment period.
- A Leave Audit Form found on the HR website can be created to show a retiree's beginning leave balance(s). As a retiree uses the leave, the hours can be deducted from the balance. These hours are not recorded in the payroll system.
- Each phased retirement program participant should receive a leave and pay exceptions report, but this form will only be used to document "leave without pay" after the retiree exhausts all leave balances. The leave and pay exception report should be given to the payroll processor to enter LWO into the payroll system and the payroll authorizer would approve the hours. This will ensure that no overpayment situation occurs. Participants should refer to the Phased Retirement Program Agreement for more information regarding the usage of leave.