

**How to use the Salary Calculator**

At USF, employees such as Adjunct Faculty and Graduate Assistants are appointed for specific contract periods. Each year, Human Resources posts the semester appointment dates on their website. (See example at right) This table gives the semester appointment dates and the number of pay periods in each period.

Semester	Pay Periods	Appointment Dates
Summer A 2008	3.2	08/07/2007 - 08/06/08
Summer B 2008	3.3	05/07/2008 - 06/19/2008
Summer C 2008	6.5	06/20/2008 - 08/05/2008
Academic Year 2008/09 (9 mos)	19.5	08/07/08 - 05/06/09
Calendar Year 2008/09 (12 mos)	26.1	08/07/2008 - 08/06/09
Semester I (Fall) 2008/09	9.7	08/07/08 - 12/19/08
Semester II (Spring) 2008/09	9.8	12/20/08 - 05/06/09



When doing an Appointment Status Form for a semester appointment, enter the amount to be paid for the entire semester or contract period. If you are appointing the employee for less than the entire semester, you will need to do an adjustment and enter the compensation rate as though it were for the entire period.

**Example 1 – Semester Rate for entire period:** You hire a Grad Assistant for the full fall semester at \$5,000. Enter \$5,000 in the Comp Rate field on the ASF. No adjustments needed.

**Example 2 – Semester Rate for partial contract period:** You hire a Grad Assistant for the fall at \$5,000 but the visa process has delayed his arrival until 9/12. Your department still wants to pay him the entire \$5,000 but the appointment date cannot be earlier than his arrival in the US.

Because the appointment begin date is later than the semester begin date, you must adjust the salary. Divide the desired rate you want to pay for the entire period by the number of pay periods he's actually working (in this case,  $5,000 \div 7.1$ ) to get a biweekly rate. Now, multiply the biweekly rate by the number of pay periods in the semester (in this case, 9.7) to get the rate to enter on the Appointment Status Form.

The actual amount paid will be \$5,000, so enter that in the offer letter and include in the remarks section of the ASF.

 <p><b>Step 1 - Choose Semester</b></p>	<p>Choose Semester using drop-down</p> <p>Semester I (Fall) 2</p>	<p># of Pay Periods</p> <p>9.7</p>	
	<p>Enter ACTUAL Start Date</p> <p>09/12/08</p>	<p>ACTUAL End Date</p> <p>12/19/08</p>	<p>Biweekly pay periods</p> <p>7.1</p>
 <p><b>Step 2 - Enter appointment dates</b></p>	<p>Desired Appointment Rate</p> <p>5000</p> <p>Rate to enter on ASF</p> <p>6830.99</p>	<p>OR</p>	<p>Desired biweekly rate</p> <p>515</p> <p>Rate to enter on ASF</p> <p>4,996</p>
	<p><b>Actual amount to be paid. Include in Letter of Offer and in the ASF Remarks section.</b></p> <p>5000.00</p>	<p>This is the ACTUAL amount employee will be paid</p> <p>5000.00</p>	<p>This is the ACTUAL amount employee will be paid</p> <p>3,657</p>

**Example 3 – Semester Rate figured on biweekly amount:** You hire a Grad Assistant for the fall and have agreed on a biweekly pay of \$515 or \$5,000 for the semester. However, she cannot begin work until 9/12 and your department only wants to pay for the time she is here and working. Multiply the biweekly rate of \$515 X the number of pay periods in the semester (in this case, 9.7). The result of \$4,996 is the amount to enter in the Appointment Status Form. HOWEVER, the actual amount paid will be \$3,657 ( $515 \times 7.1$  pay periods) so enter this actual amount to be paid in the offer letter and include it in the remarks section of the ASF.

**Figure Salary and FTE for an Faculty Summer Appointments**

Faculty on a 9 month line position often teach during the summer. The collective bargaining agreement stipulates how this summer pay is to be figured. Typically, a faculty member will earn the same amount per credit hour whether he teaches in the fall, spring or summer.

Calculate summer salary and FTE based on 9 month salary and credit hours							
Semester	Faculty Member Name	9 Month (NAANL) Salary	9 Month (Biweekly)	Summer Credit Hours	Summer FTE	Summer Weekly Hrs	Summer Salary
Summer C	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>	0	0	\$0.00
Summer A or B	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>	0	0	\$0.00

Calculate FTE based on a specific dollar amount:					
Semester	Faculty Member Name	9 Month (NAANL) Salary	What do you want to pay?	Summer FTE should be	Summer Hours
Summer C	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0.00
Summer A or B	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0.00

For Summer 2009, there is a summer salary cap of \$12,000 per course. See below.

For questions, contact HR or your Dean's office.

This calculator helps departments figure summer pay and FTE for line position faculty based on their 9 month salary and it does it in two ways.

**Calculate summer salary and FTE based on number of credit hours teaching.**

1. Determine if the faculty member is teaching during:
  - a. Summer C (6.5 pay periods) or
  - b. Summer A or B (3.2/3.3 pay periods).
2. There is one row to figure Summer C and another for A or B. Enter the 9 month salary and the number of credit hours in the fields on the appropriate row.
3. Hit the Tab key. The calculator will figure the FTE, hours and salary for you. Enter these on the appointment status form (ASF).

**Calculate summer salary and FTE based on number of specific dollar amount.**

Calculate FTE based on a dollar amount. Example, Dr. Sam Smart will not teach during the summer but will work on a grant. The grant has \$10,500 available to pay him. Enter his 9 month salary and the \$10,500 into the fields. The calculator will tell you the FTE and hours to enter on the ASF.

1. Determine if the faculty member is working during:
  - a. Summer C (6.5 pay periods) or
  - b. Summer A or B (3.2/3.3 pay periods).
2. There is one row to figure Summer C and another for A or B. Enter the 9 month salary and the amount to be paid in the fields on the appropriate row (Summer C or A/B)
3. Hit the Tab key. The calculator will figure the FTE and hours for you. Enter these on the appointment status form (ASF).