

University of Idaho

Summer Session Guidelines – Summer 2020

Summer Session Dates: **May 17, 2020 – August 15, 2020, 6.5 bi-weeks, 13 weeks, 520 total hours**

What is summer session?

Summer session is pay for academic year faculty who work over the summer, outside of the academic year/contract time. Summer session appointments can be for teaching, conducting research (including sponsored projects), developing course work, and administrative duties.

Summer session contracts and worksheets are required.

The University of Idaho has developed a summer salary contract, worksheet and guidelines to help faculty in planning their summer activities and to document those activities in order to be in compliance with applicable federal, state and University rules and regulations. Please go to the Provost Office website to access the contract, worksheet, guidelines and summer session FAQ.

Percent of effort is on the submitted proposal that goes to OSP; please use the EIPRS system where the PI and co-PI have to enter their percent of effort, it is also written into the proposal narrative. Faculty should be able to provide the unit the percent of effort, otherwise, the DGA should be able to provide that if needed.

- Please submit and receive approval from the Provost Office prior to submitting EPAFs.
- Contracts available at <https://www.uidaho.edu/provost/faculty/salary-information/summer>
- Per working with OSP and Provost Office, be aware of the “Percent of Effort” when putting on Sponsored Project summer EPAFs
- Sponsored Project Questions? – email osp@uidaho.edu
 - The percent of effort is on the submitted proposal that goes to OSP. The EIPRS system is where the PI and Co-PI enter their percent of effort. It is also written in the proposal narrative. The Faculty should be able to provide the unit the percent of effort; otherwise, the DGA (Departmental Grant Administrator) should be able to provide this info for any staff that do not have access to the EIPRS system



Teaching, Administrative, Course Development and Other Work

Position Number and Suffix:

- Use **PCN 009965** with **.03** as the suffix. If an employee has 2 summer appointments running concurrently (e.g. within the same session) you can use .13, .23, etc. as needed.

Summer **Teaching, Administrative, Course Development and Other** appointments (**non-sponsored project**) can be paid as a lump sum payment over the summer session(s) worked, using EPAF's similar to additional compensation EPAF's.

Summer Session Lump Sum EPAFs:

EPAF categories: Please check NBAJOBS before selecting which category to use.

Use January 1, 2009 as Query Date for Summer Session job history.

***Use of these categories are for non-sponsored project appointments. Research appointments must be processed on research summer (see page 4.)**

- **SSOLMP** = Teaching original appointment (New to UI. First appointment at UI.)
- **SSRLMP** = Teaching reappointment, previous PCN and Suffix
- **SSRLMN** = Teaching reappointment, new PCN and Suffix
- **SSALMP** = Teaching additional appointment, previous PCN and Suffix.
(Use when they have a primary academic faculty position and have been on PCN and Suffix 009965.03 previously.) ***Please use for Retiree's who have been on 009965.03.
- **SSALMN** = Teaching additional appointment, new PCN and Suffix.
(Use when they have a primary academic faculty position but have **NOT** been on PCN/Suffix 009965.03 previously.) ***Please use for Retiree's who have NOT been on 009965.03.

Summer session change categories:

- **GLBDST**: To change labor distribution only.
- **STMJOB** = Summer Session Termination of Job. Use to terminate a summer session appointment before the termination date in the system (earlier than what is originally planned.)
- **SCHPAY**: Summer change of pay (hourly rate, annual salary, pays, factors and labor distribution.)
- **SMSCCH**: Summer misc. change (FTE, hours per day/pay, rate, salary, pays, factors and labor distribution.)

EXAMPLE ONE: Teaching, Administrative, Course Development and Other Work (Lump Sum)

Olivia Wilde, an active UI Academic Faculty members Annual Salary (Institutional Base) = \$54,008.60

Total Working Time Period: May 17– June 27 = 6 weeks = 3 pays and factors

Paying \$6,000 for Summer Classes: Accounting 101 and 102

Maximum Summer Salary

$\$54,008.60 / 1560 = \$34.620897 = \$34.62$ per hour

$34.62 \times 13 \text{ wks} \times 40 \text{ hrs} = \$18,002.40$ maximum for the entire summer

$34.62 \times 6 \text{ wks} \times 40 \text{ hrs} = \$8,308.80$ **Maximum allowed to earn in 6 weeks.**

FTE Calculation

No need for FTE calculation for Lump Sum Summer Categories☺. BUT you will want to figure out FTE if you have two concurrent EPAFs, one for research and one for teaching, since they can't be more than 1 FTE in a single time period.

EXAMPLE: Max summer salary $\$18,002.40 / 6.5 \text{ pays} = \$2,769.60$ allowed per pay

$\$2,769.60 * 3 \text{ pays} = \$8,308.80$. They are to earn \$6,000. $\$6,000 / \$8,308.80 = 0.722$ FTE. This would be for comments only.

EPAF information: is to make \$6,000 for teaching accounting courses.

Approval Category= SSALMP (Look in NBAJOBS before choosing category.)

PCN = 009965 Suffix = 03

Hourly Rate = 2,000.00 (took \$6000/3 pays and factors to get hourly rate)

Annual Salary = 6,000.00

Hours per Day = 1

Hours per Pay = 1

Begin Dates = 05/17/20

End Dates = 06/27/20

Pays = 3

Factors = 3

Default Earnings Date = 05/17/20

Default Earnings Code = RSP

Default Hours/Units = 1

Calculation when working 7 days: Lump Sum

7 day lump sum: Used for **TEACHING, ADMINISTRATIVE, COURSE DEV. And Other WORK**

Dates would be for the actual dates working. Figure out what the daily rate would be and multiply by 10 to get hourly rate and annual salary for 1 full pay period.

Faculty will be working May 31 - June 09 and will be receiving \$200 a day for 7 days for a total of = \$1,400.

Use the dates: 5/31/20-6/09/20 (use the actual dates for 7 days)

Hourly rate: \$2,000

Annual salary: \$2,000 (*will be paid for 7 days as indicated by your EPAF dates, \$1,400.*)

Hours per day: 1

Hours per pay: 1

Factors: 1

Pays: 1

Default earnings: 1

Comments: please tell us what they should be earning over the 7 days so we can make sure your calculations are correct.

Calculation when working one week: Lump Sum

One week lump sum: Used for **TEACHING, ADMINISTRATIVE, COURSE DEV. And Other WORK**

Dates would be for one week. Double annual salary and hourly rate.

Faculty will be working May 31 – June 06 and will be receiving \$3,000.00

Use the dates: 5/31/20 – 6/06/20 (one week)

Hourly rate: \$6,000

Annual salary: \$6,000 (*will be paid half of this*)

Hours per day: 1

Hours per pay: 1

Factors: 1

Pays: 1

Default earnings: 1

Comments: please tell us what they should be earning over the one week period so we can make sure your calculations are correct.

Sponsored Project Appointments

Grant Funded, Sponsored Activity, Other Research Activity

Position Number and Suffix:

- Use **PCN 009965** with **.03** as the suffix. If an employee has 2 summer appointments running concurrently (e.g. within the same session) you can use .13, .23, etc. as needed.

Summer **Sponsored Project** appointments must be paid hourly over the summer session(s) worked, using EPAFs identifying hourly rate, dates and FTE.

(Fiscal Year Faculty are ineligible for summer session and must be paid as Additional Compensation.)

Summer Sponsored Project Appointments: Please check NBAJOBS before selecting which category to use.

- **SSOAPT** = Sponsored Project Original appointment at UI. (New to UI. First appointment with UI.)
- **SSRESP** = Sponsored Project Reappointment, previous PCN and Suffix.
- **SSREDP** = Sponsored Project Reappointment, new PCN and Suffix.
- **SSAAPP** = Sponsored Project Additional appointment to previous PCN and suffix (Previously paid on PCN and Suffix) - Current UI Faculty
- **SSAAPT** = Sponsored Project Additional appointment to new PCN and suffix (Not previously paid on PCN and Suffix) - Current UI Faculty

Summer session change categories:

- **GLBDST**: To change labor distribution only.
- **STMJOB** = Summer Session Termination of Job. *Use to terminate a summer session appointment before the termination date in the system (earlier than what is originally planned.)*
- **SCHPAY**: Summer change of pay (hourly rate, annual salary, pays, factors and labor distribution.)
- **SMSCCH**: Summer misc. change (FTE, hours per day/pay, rate, salary, pays, factors and labor distribution.)

Salary calculations for research appointments:

- Dates should be inclusive of all work dates to ensure coverage and compliance with Workman's Compensation Insurance.
- Information Needed for Calculations: Use Institutional Base Rate, this may include base salary plus stipend. (E4105 & E4107.) Look in NBAJOBS.
- Divide salary by the AY contract hours for the summer maximum hourly rate. See the below chart for the most commonly used FTEs.
 - For deferred pay, the spread hourly rate is reflected in NBAJOBS. Take the salary and divide by the contract hours to get the true earned hourly rate.

NBAJOBS record:

Example of one FTE:

\$45,008.60 = \$28.851666 round to \$28.85/hr
 1,560 hrs (1 FTE)

Example of one FTE on deferred pay:

\$99,652.80 = \$62.283 \$99,652.80 = \$63.88
 1,600 (deferred pay) 1,560 (use if 1 fte)

Example of less than one FTE: .875 fte

\$46,710.30 = \$34.22/hr
 1,365 hrs (.875 FTE)

FTE	AY Contracted Hrs
1.00	1560
0.96	1498
0.875	1365
0.85	1326
0.75	1170
0.60	936
0.50	780
0.25	390
0.20	312
0.125	195

EXAMPLE ONE: Sponsored Project Appointment

Jane Vandal, who is currently an Academic Year Faculty member for your department will be conducting research on one of her grants for the entire summer session (5/17/20 – 8/15/20) and will be paid from 895569. Jane's annual salary (Institutional Base Rate) is \$105,000.

Maximum Summer Salary

$\$105,000 / 1560 = \$67.3076 = \$67.31$ per hour

$\$67.31 \times 13 \text{ wks} \times 40 \text{ hrs} = \underline{\$35,001.20}$ maximum for the entire summer

FTE Calculation – 35% effort for the entire summer (13 weeks)

$0.35 \times \$35,001.20 = \$12,250.42$

$\$12,250.42 / \$67.31 = 182$ hours

$182 \text{ hrs} / 520 \text{ hrs}^* = \underline{0.35}$ FTE $*(13 \text{ wks} \times 40 \text{ hrs} = 520 \text{ hrs})$

$0.35 \text{ FTE} \times 80 \text{ hrs} = 28.00$ per pay and 2.80 per day

$\$67.31 \text{ hourly rate} \times 6.5 \text{ pay periods} \times 28.00 \text{ hrs} = \underline{\$12,250.42}$.

IF her grant specifies he cannot make more than \$12,000. Make adjustments (if needed).

$\$65.90 \times 6.5 \times 28.00 = \$11,993.80$

Check Your Numbers

EPAF information

Approval Category = SSAAPP or SSAAPT (*previously paid on pcn/suffix*) (Look in NBAJOBS before choosing category.)

PCN = 009965 Suffix = 03

Hourly Rate = \$67.31

Annual Salary = \$12,250.42

FTE = .35

Hours per Day = 2.80

Hours per Pay = 28.00

Begin Dates = 05/17/20

End Dates = 08/15/20

Pays = 6.5

Factors = 6.5

Default Earnings Date = 5/17/2020

Default Earnings Code = RSP

Default Hours/Units = 28.00

Make sure to enter EPAF comments

EXAMPLE TWO: Sponsored Project Appointment

Johnny Depp is an Academic Faculty who would like to be paid from one of his grants over five weeks of the summer. He would like to work at maximum hours and at the maximum pay rate he can get. Johnny's annual salary (Institutional Base Rate) is \$45,000.

Maximum Summer Salary

$\$45,000 / 1560 = \$28.846 = \$28.85$ per hour

$\$28.85 \times 13 \text{ wks} \times 40 \text{ hrs} = \$15,002$ maximum for the entire summer

FTE Calculation: (wants max hours and max pay for 5 weeks)

25% effort over the summer in 5 weeks – Index # 895569.

$0.25 \times \$15,002 = \$3,750.50$ for 5 weeks

$\text{FTE} = \$3,750.50 / \$28.85 = 130$ hours

$130 \text{ hrs} / 200 \text{ hrs}^* = 0.65 \text{ FTE}$ $^*(5 \text{ wks} \times 40 \text{ hrs} = 200 \text{ hrs})$

$0.65 \text{ FTE} \times 80 \text{ hrs} = 52.00$ per pay and 5.20 per day

$\$28.85$ hourly rate $\times 2.5$ Pays / Factor $\times 52 \text{ hrs} = \$3,750.50$

IF his grant specifies he cannot make more than \$3,500. Make adjustments (if needed).

****Adjusted Hourly Rate = $\$26.91 \times 2.5 \times 52.00 = \underline{\$3,498.30}$**

****Check Your Numbers****

EPAF information

Approval Category = SSAAPP or SSAAPT

(Look in NBAJOBS before choosing category.)

PCN = 009965 Suffix = 03

Hourly Rate = \$28.57 *Adjusted Rate

Annual Salary = 3,750.50

FTE = 0.65

Hours per Day = 5.20

Hours per Pay = 52.00

Begin Dates = 05/17/20

End Dates = 06/20/20

Pays = 2.5

Factors = 2.5

Default Earnings Date = 05/17/20

Default Earnings Code = RSP

Default Hours/Units = 52.00

Make sure to enter comments

Calculation when working only ONE week: Sponsored Project

One week hourly: Used for **Sponsored Projects**

- Use dates for one week BUT double annual salary, FTE, hours per day, hours per pay and default earnings.
- This will ensure they will be paid half of what your EPAF states.
- Please make sure to state in your comments the exact amount they should be paid.

Example:

Joe Vandal will be working 20 hours May 17 - May 23 and will be receiving \$700. They make \$35/hr.

Use the dates: 5/17/20 - 5/23/20 (one week)

Hourly rate: \$35.00

Annual salary: \$1,400 (*will be paid half of this due to the dates entered.*)

FTE: .5

Hours per day: 4

Hours per pay: 40

Factors: 1

Pay: 1

Default earnings: 40

Comments:

Use specific comments including:

Joe Vandal is working 20 hours a week the dates of 5/17/20-5/23/20. His hourly rate is \$35 and he should be paid \$700.00.

Calculation when working 7 days: Sponsored Project

Working 7 days, hourly: Used for **Sponsored Project**

- Please make sure to state in your comments the dates and exact amount they should be paid.

Example:

Jane Vandal will be working 7 days, 8 hours a day to total 56 hours, May 31 - June 09 and will be receiving \$1,960. They make \$35/hr. $\$1,960/7/8 = \35.00

Use the exact dates: 5/31/20 - 6/09/20 (7 days)

Hourly rate: \$35.00

Annual salary: \$2,800 ($\$35.00 * 80$, what a full pay period would be (8 hours per day * 10 business days). Banner will calculate salary by your dates)

FTE: 1.0

Hours per day: 8

Hours per pay: 80

Factors: 1

Pay: 1

Default earnings: 80

Comments:

Use specific comments including:

Jane Vandal is working 8 hours for 7 days 5/31/20 - 6/09/20. His hourly rate is \$35.00 and he should be paid \$1,960.00.

****REMINDERS****

- **Dean / Director Level approvers will ensure:**
 - Annual summer salary does not exceed the maximum summer salary. (Same calculations as previous years.)
 - FTE does not exceed 1.0 at any time.
 - Coordination of appointments with all other departments.
 - Calculations are correct
 - Work with DGA for percentage of effort
- Include all calculations and dates in the comments of the EPAF.
- Do not use next FY promotions or pay increases when calculating summer salary, even if the appointment starts after July 1. The new salary is not effective until the next academic year.
- Only use an FTE of 1.0 if you will be paying the maximum rate and hours for the time period.
- FTE should be rounded to 3 decimals (Ex: .51875 is .519) after calculated to an even 5 decimals.
- Hours per pay must round to one decimal so hours per day can round to two. Cannot round to three!
 - EX: 55.60 hours per pay = 5.56 per day. 😊
 - 55.65 hours per pay = 5.565 per day. ☹️ It won't work for our system.
- All dollar figures must be rounded to 2 even decimals (Ex. \$35.15/hr not \$35.154/hr)
- Put your calculator on *FLOAT* for these calculations. Please do not copy & paste from Excel into EPAF Field
- Do not change the Pays/Factors when you change the rate or hours per day/pay in the middle of the appointment, please just recalculate the annual salary based on new rate or new hours per day/pay. If you have to change the rate or FTE after an appointment has already started, keep the pays/factors the same as they were in original appointment and calculate the new annual salary as if the employee had been working at that rate from the beginning. Banner will know not to overpay.
- If you put on multiple EPAFs for the same person in the same pay period, please use different suffixes (.13, .23, .33) or send an email to hrepaf@uidaho.edu so HR can apply them by date order.
- **Default Earnings** = Hours per pay. Must be filled in with current hours per pay. Last summer's information (dates and hours) will flood into the earnings section and labor distribution section. **PLEASE** make sure to change these (Dates should = Jobs Effective Date). **RSP** is the earnings code to use.
- Account code for summer session: **E4108**
- Please use summer session categories: STMJOB = Summer Session Termination of Job to terminate a summer session early. Use instead of GTMJOB. Use SCHPAY AND SMSCCH instead of FCHPAY / FMSCCH.

- If Faculty is leaving the University and a primary job is terminated as of 5/11/2019, use additional appointment EPAF instead of reappoint to avoid running into “Employee already has primary job” errors.
- **NBAJOBS:** Set the query date to **January 1, 2009** so that any previous Summer Session appointments on PCN 9965 will be viewable, alongside any current appointments.
- **Holidays:** May 25th and July 3rd. You **do not need to worry** about these. Example: faculty working June 28th - July 25th...Don't use 1.9 pays and factors, use 2.0 The faculty member will just need to work their hours within the four days of that week. They will not receive holiday pay.
- **PERSI** retirees must have a 90-day break in service before they are eligible to be appointed for summer session and must use **PCN 009965**, not 006595. ***If retiree is 65 years old + they can come back at any time.** **Please use a summer session [Additional Appointment Category](#) for Retirees.
- **ORP** retirees must have at least a 30-day break in service. Please work with benefits@uidaho.edu in Human Resources for questions on this
- Summer Session appointments are not benefit eligible and are not reported to the State.
- **Make sure you have an EPAF proxy set up!** Please also make sure they are aware they are your proxy.
- **Putting on a late summer EPAF?**
We need to use accurate dates! If someone worked UI 15 during the summer but didn't tell you until UI16, please do not put on an EPAF with the effective dates for UI16 and then request a retro pay. This is not accurate reporting. You will need to request a special check if the job is done. Please do not tweak dates on EPAFs to avoid special checks. ***Please communicate this to your faculty so we can try our hardest to have EPAFs in on time.**

Graduate Assistant Information

We often receive questions regarding Graduate Assistants who work in the summer:

- **NEW** for this summer ONLY while we do some clean up!

- Graduate Assistants will **STOP** being reported beginning in Fiscal Year 2021 (June 28, 2020).
- Graduate assistants can cross the Fiscal Year in the summer but will require two EPAFs:

(1) Appointments 5/17/20 – 6/27/20 (3 Pays / Factor)

(2) Second EPAF Appointment would need to be put on for 6/28/20 – 8/15/20 (3.5 Pays / Factor)

Graduate Assistants can be on the system as follows:

- For the entire Fiscal Year 2021: 6/28/20 – 6/26/21 (26.0 Pays / Factor)
- For the entire Academic Year: 8/16/20 – 5/15/21 (19.5 Pays / Factor)
- First summer appointment: 5/17/20 – 6/27/20 (3.5 Pays / Factor)
- Second summer EPAF: 6/28/20 – 8/15/20 (3.0 Pays / Factor)

They cannot be on the system May to May, August to August, December to December

- Graduate Assistant account code = **E4109**

- **Teaching Assistants:**

- If enrolled in at least one credit, can be appointed as a Teaching Assistant using the Graduate Assistant EPAF categories
 - If there is no break-in-service, you can use the EPAF Category TACASP (TA Continued Appt.)
- If not enrolled in courses, must fill out a summer contract, please receive Provost Office approval and use the faculty summer session EPAF categories

- **Research Assistants:**

- If enrolled in at least one credit, can be appointed as a Reaching Assistant using the Graduate Assistant EPAF categories
 - If there is no break-in-service, you can use the EPAF Category TPCASP (RA Continued Appt.)
- If not enrolled in courses, must be appointed as Temporary Help using Temporary Help EPAF categories (TH-Research-Lab or TH-Research-Non-Lab)

- **Support assistants:**

- Must be appointed using Temporary Help EPAF categories (TH-Clerical/Tutor, etc.)

What Kathy Duke, College of Graduate Studies will be looking for in TA EPAFs:

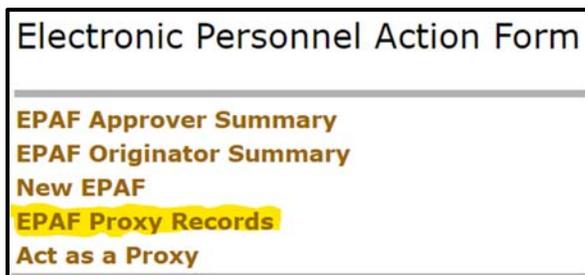
- The FTE: ex) .50 (40 hours / pay) or .25 (20 hours / pay)
- Comments: it would be helpful for you to provide this information if known:
 - a) What course they are assisting with.
 - b) If the TA is a non-resident, this will help her check their residency status to see if they need an out-of-state waiver. She will contact departments when she has questions regarding this.

Information from the College of Graduate Studies website: <http://www.uidaho.edu/cogs/faculty-resources/ta-support-faqs>

EPAF Approvals (Creating the Proxy)

You will go to Vandal Web and Login to create the Proxy for EPAF Approvals.

- In the Employee Main Menu, select “Electronic Personnel Action Form (EPAF)” menu
- Select “EPAF Originate / Approve”
- Then Select “EPAF Proxy Records”



Electronic Personnel Action Form

EPAF Approver Summary
EPAF Originator Summary
New EPAF
EPAF Proxy Records
Act as a Proxy

Select the Approval Level (in this case, Dean/Director) and hit “GO”



EPAF Proxy Records

Approval Level:

- Pick a name from the drop down and click “Add”. Or you can remove someone as well.



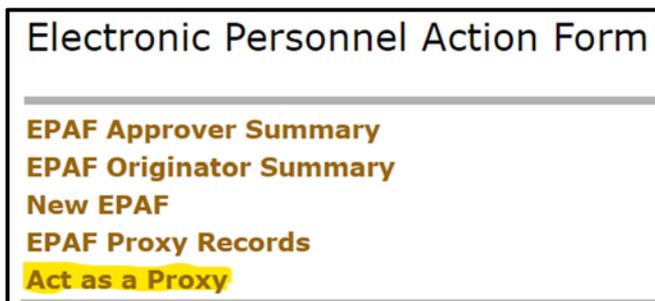
EPAF Proxy Records

Approval Level:

Name	Remove	Add
Mahoney, Trina (TMAHONEY)	<input type="checkbox"/>	<input type="checkbox"/>
Smith-Sarkkinen, Cheyenne K. (CHEYENNE)	<input type="checkbox"/>	<input type="checkbox"/>
Sorenson, Rebecca E. (RLATSHAW)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Not Selected"/>	<input type="checkbox"/>	<input type="checkbox"/>

Instructions on how to approve an EPAF while acting as a Proxy are below.

- Select “EPAF Originate / Approve”
- Then select “Act as a Proxy”



Electronic Personnel Action Form

EPAF Approver Summary
EPAF Originator Summary
New EPAF
EPAF Proxy Records
Act as a Proxy

- The following screen comes up, select the individual you are acting as a Proxy Approver for from the drop-down menu. In this case, we are using Charity Buchert
- Once you have selected your proxy for, then hit the “Go” button to select the EPAF records

Proxy or Superuser or Filter Transactions

 Act as a proxy or a superuser and enter the following criteria to filter transactions.

Proxy For:

Act as a Superuser:

Submitted From Date: MM/DD/YYYY

Submitted To Date: MM/DD/YYYY

Transactions Per Page:

MOST IMPORTANT: CALL US!!!

Call us with questions.

We are happy to help you!!! 😊

Jill: 885-7122 budget@uidaho.edu

Dan: 885-3677 hrepaf@uidaho.edu

Category Cheat Sheet:

Teaching/ Administrative/ Course work

SSOLMP	Teaching original appointment (<u>New to UI. First appointment at UI</u> , no other primary appointment.)
SSRLMP	Teaching reappointment, <u>previous</u> PCN and Suffix
SSRLMN	Teaching reappointment, <u>new</u> PCN and Suffix
SSALMP	Teaching <u>additional</u> appointment, <u>previous</u> PCN and Suffix. <i>(Use when they have a <u>primary academic faculty position</u> and <u>have been</u> on PCN and Suffix 009965.03 previously.) ***Please use for Retiree's who have been on 009965.03.</i>
SSALMN	Teaching <u>additional</u> appointment, <u>new</u> PCN and Suffix. <i>(Use when they have a <u>primary academic faculty position</u> but have NOT been on PCN and Suffix 009965.03 previously.) ***Please use for Retiree's who have NOT been on 009965.03.</i>
SSRESP	Re-hire, previous PCN and Suffix
SSREDP	Re-hire, new PCN and Suffix

Research (regardless of budget)

SSOAPT	Research Original appointment at UI. (New to UI. First appointment with UI.)
SSAAPT	Research Additional appointment (<u>Not</u> previously paid on PCN/Suffix) – Current UI Faculty
SSAAPP	Research Additional appointment (<u>Previously</u> paid on PCN/Suffix) – Current UI Faculty
SSRESP	Research Re-hire, previous PCN/Suffix
SSREDP	Research Re-hire, new PCN/Suffix

Change Categories:

GLBDST	To change labor distribution only.
GJOBLC	Change of job location only
STMJOB	Summer Session Termination of Job. <i>Use to terminate a summer session appointment before the termination date in the system (<u>earlier than what is originally planned.</u>)</i>
SCHPAY	Summer change of pay (hourly rate, annual salary, pays, factors and labor distribution.)
SMSCCH	Summer misc. change (fte, hours per day/pay, rate, salary, pays factors and labor distribution.)

- Additional Summer Session Info (with Decision Tree) and Summer Session Calculation Templates available at <http://www.uidaho.edu/human-resources/managers/banner-epaf>
Select “Additional EPAF Training Resources and Summer Session”