

SUMMER COMPENSATION REFRESHER

Division of Human Resources

4.10.2025



AGENDA

- Summer Comp Basics
- Reminder: No Session Codes
- FTE Faculty Process
- TFAC (adjuncts) Process
- Resources



SUMMER COMP BASICS: WHAT IS SUMMER COMP?

- Summer compensation is a mechanism to compensate 9, 10.5, and 11-month FTE faculty for work performed over the summer months during their out of basis time. The 9-month basis runs 8/16/xxxx-5/15/xxxx.
- 12-month faculty are not eligible for summer comp.
- Summer comp is not dual employment or an FOV, both of which are only applicable during the in-basis time.
- Two types of summer comp:
 - Summer instruction – teaching courses over the summer.
 - ECOM/Research – extra compensation is often associated with an administrative appointment (i.e. Department Chair) or research performed on a grant or sponsored award.



WHO IS ELIGIBLE FOR SUMMER COMPENSATION?

ELIGIBLE:

- FTE Faculty
 - Only those FTE Faculty on a 9, 10.5, or 11 month pay basis.
- TFAC who taught in the immediately preceding spring semester.

INELIGIBLE:

- Staff (FTE, RGP/TL), RGP/TL Faculty, and Student Employees.
- FTE Faculty on a 12 month pay basis.
- TFAC who did not teach in the immediately preceding spring semester.



SUMMER COMP BASICS: DATES

- Summer comp begins 05/16/2025 and ends 08/15/2025.
- Summer instruction (teaching) can begin before 5/16/2025 in alignment with summer session begin dates.
- ECOM/Research **cannot** begin before 5/16/2025.
- Under no circumstances will summer compensation extend past 8/15/2025.



SUMMER COMP BASICS: PAY INFO

- Payment for summer comp is based off the faculty members salary as of 5/15/2025.
 - If a general increase (GI) is approved, it will not impact earnings for summer compensation 2025.
- Summer comp defaults to the same pay schedule as the faculty's FTE position of current or lag. Pay schedules are published on the Payroll Toolbox.
- FTE Faculty cannot be paid for summer compensation until the 5/31/2025 payroll (if paid current, 6/15/2025 if paid on a lag).
- All TFACs are paid on a lag.



SUMMER COMP BASICS: JOB DATA

- All summer hires have a Job Code of VSUM which is crucial for reporting.
- Pay group show a designation for the summer assignment.
 - All TFAC are on a lag
 - FTE pay group will follow their primary position.

Employee [redacted] Empl ID [redacted]
Empl Record 1

Job Information Details ⓘ

Effective Date	05/16/2024	Action	Additional Job
Effective Sequence	0	Reason	Summer Research
HR Status	Active	Job Indicator	Secondary Job
Payroll Status	Active		

*Job Code VSUM Summer

Entry Date 06/02/2019

Go To Row

Future ⓘ

Employee [redacted] Empl ID [redacted]
Empl Record 1

Payroll Information ⓘ

Effective Date	05/16/2024	Action	Additional Job
Effective Sequence	0	Reason	Summer Research
HR Status	Active	Job Indicator	Secondary Job
Payroll Status	Active		

*Payroll System Payroll for North America

Absence System Other

Payroll for North America ⓘ

*Pay Group SRC SUMMER RESEARCH CURRENT



SUMMER COMP BASICS: CONTRACT PAY

- The Compensation tab in Job Data looks very different for a summer hire because we are using **Contract Pay**.
- This means the Frequency is set to Contract (not the normal 'semimonthly' value). The Compensation Rate in both fields shows the full payout amount, not a semimonthly or annualized amount as you would see for other salaried temporary assignments.

Employee [redacted] Empl ID [redacted]
Empl Record 1

Compensation Details

Effective Date 05/16/2024
Effective Sequence 0
HR Status Active
Payroll Status Active

Action Additional Job
Reason Summer Research
Job Indicator Secondary Job

Compensation Rate 50,250.320000 *Frequency C Contract

> Comparative Information
> Pay Rates

Default Pay Components (No Proration Selected) Contract Change Prorate Option

Pay Components

Amounts	Controls	Changes	Conversion						
*Rate Code (NOTE: SUR selected as reason - rate code = SUMRES)	Seq	Comp Rate	Currency	Frequency - (NOTE: SUR selected as reason == freq = C)	Points	Percent	Rate Code Group		
1 SUMRES	0	50,250.320000	USD	C				+	-



SUMMER COMP BASICS: COMPENSATION LIMITS

- In summer 2025, there are **66 workdays** for 9-month faculty, so total compensation for 2025 summer employment may not exceed 33.85% of the faculty member's preceding academic year salary.
 - For 10.5-month faculty the limit is 14.66% (up to 33 workdays, depending on dates).
 - For 11-month faculty the limit is 9.36% (up to 22 workdays, depending on dates).
 - 12-month faculty are not eligible for summer comp.
- Exceptions to the 33.85% limit for summer instruction require prior approval by the Office of the Provost or the Chancellor. *Exceptions are up to 40% of the faculty member's preceding academic year salary.*
 - If an exception is being requested for FTE faculty on the Columbia campus, the Summer Hire eForm will automatically workflow to Provost for approval.
 - If an exception is being requested for summer instruction for FTE faculty on the comprehensive universities or Palmetto College campuses, the initiator must attach approval documentation from their Campus Provost to the Summer hire eForm.
- **There are no exceptions to the 33.85% limit for ECOM/Research.**



SUMMER COMP BASICS: OFFER LETTERS

- All summer hires require an offer letter. Three templates are available (1 for FTE faculty and 2 for temporary faculty-TFAC).
- Each line item on the offer letter (i.e. each separate class and ECOM/research assignment) must be associated with a separate summer hire eForm in HCM or separate line on the PBP2s form.
- The salary amount and dates of appointment on the Summer Hire eForm or PBP2s must match what is listed in the attached offer letter.

You have been offered the opportunity to teach or perform extra compensation/research during the summer. This letter is to confirm your summer instruction and/or summer ECOM/Research compensation for 2025.

Below are the courses/summer research for summer 2025:

Course Number/ECOM Description	Dates	Compensation



SUMMER COMP BASICS: ACTION DEADLINES

- Summer compensation follows the same HR deadlines as all other actions. Summer 2025 deadlines are shown to the right.
- LATE ACTIONS negatively impact employees (details on next slide).
- Any summer comp action initiated on or after the requested effective date is considered late and requires late justification.

2025 Pay Period Ending	Deadline (Submit to HR by Noon on)
May 31	Tuesday, May 6
June 15	Wednesday, May 21
June 30	Thursday, June 5
July 15	Friday, June 20
July 31	Tuesday, July 8
August 15	Monday, July 21



SUMMER COMP BASICS: IMPACT OF LATE ACTIONS

- Late actions result in employees paying more in taxes. Taxes are calculated on the taxable earnings due on the current pay period and not based on the taxable wages for each individual check that was missed.
- Example: An employee being paid \$500 per pay period from 5/16/2025-7/15/2025 for summer instruction.
 - An on-time hire approved on 5/3/2025 would result in the employee being taxed based on the \$500 minus any retirement.
 - A late hire approved on 7/2/2025 would result in the employee missing three paychecks, and taxes would be calculated based on \$1,500 minus any retirement.



SUMMER COMP BASICS: IMPACT OF LATE ACTIONS (CONTINUED)

- Negative impacts of late actions also extend to the Summer Job Change and Status Change eForms.
 - Late submission of Job Change and Status Change eForms frequently results in an overpayments related to terminations and late salary changes.
- Faculty have specifically mentioned to Payroll that a negative impact is their inability to budget their summer pay when paperwork is turned in late.



REMOVAL OF SESSION CODES

- In summer 2024 we removed session code from both the Summer Hire eForm and PBP2s paper form.
 - Goal to reduce percentage of recycle/email returns due to mismatch of data with offer letter.
 - Standardize to align more closely with all other hiring processes which do not require a session be provided.
- **This was successful in 2024, so we are continuing for 2025.**
- Note that the PBP2s form has an open text field titled 'session' which you can label in a way that aligns with the funding section.

Summer Hire : Hire Information Form ID 688786

Highlights Enabled: Yes Current Values

Primary Job Info

Name: [REDACTED] Empl ID: [REDACTED]
 Empl Record: 0 Employee Classification: FTE
 Job Code: UG76 Department: 130600
 Business Unit: SCCOL

Hire Info

*Action: Additional Job Additional Job *Reason: Summer Instruction
 Year: 2024 *Expected Job End Date: Summer Research
 *Effective Date: [REDACTED] *Expected Job End Date: [REDACTED]

Hire Info

*Action: Additional Job Additional Job *Reason: Summer Instruction Summer Instruction
 Year: 2024
 *Effective Date: 05/20/2024 *Expected Job End Date: 07/12/2024

Summer Instruction								
Session	Dates		# of Weeks	Course Number	Credit Hrs.	Std. Hrs	Base Salary	Payout
Summer 1	05/11/2024	6/22/2024	6.00		3	10	\$ 10,000	\$ 10,000
Summer 2	6/15/2024	7/12/2024	3.86		4	13.32	\$ 12,000	\$ 12,000
						0		
						0		
Total Summer Instruction:							\$ 22,000	



FTE FACULTY PROCESS: OVERVIEW

- FTE faculty summer compensation assignments are submitted via the ***Summer Hire eForm in HCM***.
- Changes to active summer compensation assignments are made via the ***Summer Job Change eForm in HCM***.
- The Summer Hire and Summer Job Change eForms will be unlocked in HCM 4/14/2025.
- Summer comp assignments which need to end prior to the end-date on file are initiated via the regular Status Change eForm (there is not a different form for summer separations).



FTE FACULTY PROCESS: EFORMS

- All summer comp actions for FTE Faculty are initiated and submitted directly in HCM via eForms.
- Summer Hire eForm tracks the 33.85% cap across multiple forms and presents information for other appointments.

Summer Compensation											
Effective Date	Expected Job End Date	Empl Record	Year	Compensation Rate	Comp Rate Code	Summer Session Code	Course Number	Summer Hire Form ID	Form Status/Empl Status	1 row	
1 05/16/2025	08/14/2025	1	2025	44500.000000	SUMINS		8787	829020	Pending		

Total Compensation

Summer Total Compensation 44500.00



FTE FACULTY PROCESS: EFORMS

- Anyone with the EPAF Initiator role is able to initiate Summer Hire eForms for **ANY FTE faculty** member across the university system.
 - If hiring faculty from another area, be sure to partner with their home department so your \$ can be considered as part of the 33.85% limitation.




TFAC (ADJUNCT) PROCESS: OVERVIEW

- TFACs who taught in Spring 2025 are eligible to be hired via the PBP2s paper form.
- TFAC who did not teach in Spring 2025 are **NOT** eligible to be hired via the PBP2s form and must be submitted as normal via temporary hire through PeopleAdmin.
- TFAC are only eligible for summer instruction, they cannot be hired for ECOM/research.



TFAC (ADJUNCT) PROCESS: THE PBP2S FORM

- This form is used for HIRE and CHANGE actions.
- **New this year** - Separation actions (before the expected end date) are handled in HCM directly via the Status Change eForm as normal.
- You must first select the applicable Action (by clicking the radial button at the top of the page) in order for the form to populate the specific fields required for that action type.
- Ensure accounting information is completed AND type the combination code (combo code) in the Comments section.
- Example shown is for a hire action.


Hiring Document for Summer Instruction
(For Temporary Faculty Only)
Reset Form

Please refer to Summer Compensation Instructions for TFACS prior to initiating this form.

Hire Change

To Be Completed by Department

Empl ID: U12345678	Name: (Last, First, Middle) Potter, Harry	Basis: TFAC
Pay Group: SIL	Job Code: UG70 - Summer Instruction (TFAC Only)	Tax Location Code: SC
Dept. Name: CAS Mathematmatics	Dept. No.: 130600	Campus: USC Columbia
Supervisor Name: Albus Dumbledor	Supv. Position #: 00001234	Supv. Empl ID: U22334455
		Location Code: Leconte College, Columbia: 060

Summer Instruction							
Session	Dates	# of Weeks	Course Number	Credit Hrs.	Std. Hrs	Payout	
Summer I	5/10/2025 - 7/4/2025	7.86	MATH101	3	10	\$ 5,000	
					0		
					0		
					0		
Total Summer Instruction:						\$ 5,000	

Instructions/Justification

Combo code: A00000027551

Accounting Information							
Empl ID: U12345678							
Empl Record:							
Operating Unit	CL071						
Department	130600						
Fund	A0001						
Account	51600						
Class	101						
Project							
Proj. Costing Bus Unit							
Cost Share							
Amount	\$ 5,000						

Signatures	Dates	Signatures	Dates
Dept./Campus:		HR Ops and Services:	
Dean:		Payroll:	
Chancellor*:			

*Provost approval is not required for academic units on the Columbia campus, unless otherwise indicated by the Office of the Provost.

TFAC (ADJUNCT) PROCESS: SUBMISSION

- PBP2s forms for 'hire' that are submitted without an offer letter will be returned for edits which may delay the employee's compensation.
- Two offer letter templates are provided for temporary employee summer hires: 1) a standard rehire offer, and 2) a retiree rehire offer letter.
- All data on the PBP2s and offer letter must align.
- Completed PBP2s summer hire forms with signed offer letters must be scanned and emailed to saladmin@mailbox.sc.edu.



RESOURCES: JOB AIDS, TEMPLATES, ETC.

- Job aids, important information, offer letter templates, PBP2s form, and other resources are housed on the [HR Toolbox](#) (which will be updated to current year information on or after 4/14/2025).









Division of Human Resources

- Human Resources
- Careers at USC
- New Employee Guide
- Benefits
- Compensation
- Training and Professional Development
- Employee Relations
- Talent Management
- International Services
- Policies and Procedures
- HR Toolbox**
 - News and Events
 - Balancing Childcare and Work
 - HCM PeopleSoft System Resources
 - PeopleAdmin
 - Summer Compensation**

Summer Compensation

Review the [Summer Compensation](#) section of our website for instructions on how to submit compensation actions for FTE faculty and temporary faculty who worked in the previous spring 2023 semester.

Resources and Guidelines:

- When to use Summer eForms in HCM Expand all 
- When to use PBP-2-S Paper Forms 
- Funding Changes for FTE Faculty Summer Compensation 
- Required Offer Letters 
- Summer Compensation Calculator 
- Queries 
- Important Information 
- Contact Information 

RESOURCES: QUERIES

- There are three queries in HCM to help you monitor summer comp.
- **SC_HR_PENDING_SUMMER_FORMS** - Provides key details on the Summer hire and the Summer Job Change eForms initiated for employees in the VSUM Summer job code that are pending in the workflow.
 - Status Change eForms initiated on summer EMPL records will not appear on this query. You will continue monitor these forms through View ePAF as normal. College/Division and Campus have access to run which includes the status:
SC_HR_GT_WORKFLOW_COLLEGE_DEPT.
- **SC_HR_APPROVED_SUMMER_FORMS** - Provides key job data and funding information for active summer hires.
- **SC_HR_SUMMER_TOTAL_COMP** - Provides the total current year summer comp on file for your employees as well as their 33.xx% limit and their FTE base salary.
- *Status change eForms associated with Summer Hires will be on the regular eForm tracking queries since not specific to Summer.*



RESOURCES: ACCOUNT FUNDING CHANGES

- Funding changes for both FTE and TFAC summer compensation follow the same rules as all other employee types.
 - Current and future dated changes are initiated on the Account Funding Change eForm in HCM.
 - Retro changes will be handled through the retro JE process.



THANKS!

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South Carolina