

## 2014 SUMMER SESSION – PPS Entry Guidelines, V.3 (June 30, 2014)

The guidelines below are to ensure proper and consistent PPS entry for summer appointments for Summer Session 1, Summer Session 2, and Special Session.

**Background:** Beginning in summer 2014, revenue from Summer Sessions will be incorporated into the campus budget model. As part of the new methodology, revenue from summer will be distributed to the schools, colleges, and divisions based on student credit hours (SCH) from a pay basis (i.e., which department paid the instructor). So that funds are allocated appropriately, it is important that instructors' appointments be entered into PPS using these guidelines.

Appointment and pay account data from PPS are extracted into the IAIS database (data source for tracking SCH) for the purpose of reporting instructional information in the Data Editing System for Instructional Information (DESII) by department DESII editors. **In order for the appointments to be picked up by the DESII, it is critical that the PPS appointments, for the term in which they are teaching, are entered before the PPS entry deadlines indicated below.**

**IMPORTANT: To ensure that revenue from summer is allocated correctly, key PPS entries are:**

1. **DOS code:** The code must be either **SST** or **SSC**. If any other DOS code is used, the pay basis data will not be picked up for purposes of revenue distribution.
2. **Appointment range:** pay begin and end dates must be correct.
3. **PAN comments:** must be entered.

### DATES FOR PPS PROCESSORS AND DESII EDITORS

SUMMER TERMS	DATES for PPS PROCESSORS	DATES for DESII EDITORS	
2014 Summer Term	<b>PPS Entry Deadline</b> All PPS appointments (except Readers) <b>MUST</b> be entered by this date	DESII Open Editing Period	
		Begin Date	End Date
Summer Session 1 (201405)	Friday, <b>June 20, 2014</b>	July 14, 2014	July 18, 2014
Special Session (201406)	Friday, <b>June 20, 2014</b>	September 8, 2014	September 12, 2014
Summer Session 2 (201407)	Thursday, <b>July 31, 2014</b>	August 21, 2014	August 27, 2014

### DATES FOR SESSIONS AND COMPENSATION

<b>Summer Session 1 (June 23 to August 1)</b> -- Total compensation days: 30 <ul style="list-style-type: none"><li>• June 23-June 30: 6 compensation days will be paid out July 1</li><li>• July 1-July 31: 23 compensation days will be paid out August 1</li><li>• August 1-August 1: 1 compensation day will be paid out Sept. 1</li></ul>
<b>Summer Session 2 (August 4 to September 12)</b> --Total compensation days: 30 <ul style="list-style-type: none"><li>• August 4-August 31: 20 compensation days will be paid out Sept. 1</li><li>• Sept. 1-Sept. 12: 10 compensation days will be paid out Oct. 1</li></ul>
<b>Special Session (dates vary)</b> --Total compensation days: vary

### PAN COMMENTS GUIDANCE

[“TC” + TC #], [TITLE] DURING [SESSION], [COURSE AND #] @ [# OF UNITS FOR INSTRUCTOR, PERCENTAGE/HOURS FOR READER], APPROVED OR AUTHORIZED BY [PERSON LISTED ON APPOINTMENT LETTER].

**Examples:**

TC 1200, PROF ACAD YR DURING SS 1, ART 100 @ 4 UNITS, APPROVED BY DEAN OWENS

TC 2310, TA DURING SS 2, ART 100 @ 25%, APPROVED BY DEAN OWENS

TC 2850, GRAD READER DURING SS 1, ART 100 @ 50 HOURS, APPROVED BY DEAN OWENS

### STANDARD ENTRIES FOR THE FOLLOWING PPS FIELDS

1. TYP: “5” (ACADEMIC)
2. BAS/OVR: “09/09” (AY) or “11/11” (FY)
3. F/V: “F”
4. RT: “B”

5. SCH: "MO"
6. TIME: "R"
7. LV: "N"
8. TITLE: see table below
9. OBJECT: see table below
10. DOS: see table below (IMPORTANT—do not use other DOS codes)
  - a. SSC—Additional Summer Comp—eligible for DCP
  - b. SST—Summer Session Teaching --NOT eligible for DCP

Title, DOS and Object Code Table for Summer Sessions						
Current Title	Current Title Code	Summer Sessions Title	Summer Sessions Title Code	DOS Code	Employee Relations Unit	Object Code
Professor - AY	1100	Professor - AY-1/9	1103	SSC	99	SB01
Professor - AY- BEE	1143	Professor - AY- 1/9 BEE	1145	SSC	99	SB01
Associate Professor - AY	1200	Associate Professor - AY- 1/9	1203	SSC	99	SB01
Associate Professor - AY BEE	1243	Associate Professor - AY- 1/9 BEE	1245	SSC	99	SB01
Assistant Professor - AY	1300	Assistant Professor - AY-1/9	1303	SSC	99	SB01
Assistant Professor - AY BEE	1343	Assistant Professor - AY- 1/9 BEE	1345	SSC	99	SB01
Professor-AY-LAW	1180	Professor-AY-LAW-1/9	1181	SSC	99	SB01
Professor - FY	1110	Professor - FY	1110	SSC	99	SB01
Associate Professor - FY	1210	Associate Professor - FY	1210	SSC	99	SB01
Assistant Professor - FY	1310	Assistant Professor - FY	1310	SSC	99	SB01
Adjunct Professor - AY	3258	Adj Prof-AY-1/9	3363	SSC	99	SB01
Adjunct Associate Professor - AY	3268	Assoc Adj Prof-AY-1/9	3362	SSC	99	SB01
Adjunct Assistant Professor - AY	3278	Asst Adj Prof-AY-1/9	3361	SSC	99	SB01
Adjunct Professor - AY - BEE	3377	Adjunct Professor - AY 1/9- BEE	3379	SSC	99	SB01
Assoc Adjunct Professor - AY-BEE	3374	Assoc Adjunct Professor-AY-1/9 BEE	3376	SSC	99	SB01
Asst Adjunct Professor - AY - BEE	3371	Asst Adjunct Professor-AY-1/9 BEE	3373	SSC	99	SB01
Academic Coordinator - AY -I	0840	Lecturer in Summer Session	1550	SSC	99	SB06
Academic Coordinator - AY -II	0842	Lecturer in Summer Session	1550	SSC	99	SB06
Academic Coordinator - AY -III	0844	Lecturer in Summer Session	1550	SSC	99	SB06
Senior Lecturer SOE - AY	1603	Senior Lecturer SOE - AY- 1/9	1604	SSC	99	SB01
Lecturer SOE - AY (100%-Senate)	1607	Lecturer SOE - AY - 1/9	1608	SSC	99	SB01
Lecturer PSOE - AY (100%-Senate)	1680	Lecturer PSOE - AY - 1/9 (100%-Senate)	1681	SSC	99	SB01
Lecturer PSOE - AY - (Part Time)	1605	Lecturer PSOE - AY - 1/9 (Part Time)	1606	SSC	99	SB01
Lecturer -AY Unit 18	1630, 1632	Lecturer Unit 18 in Summer Session	1550	SST	IX	SB01
Continuing Lecturer - AY Unit 18	1631, 1633	Lecturer Unit 18 in Summer Session	1550	SST	IX	SB01
Supervisor of Teacher Ed - AY - Unit 18	2220	Lecturer Unit 18 in Summer Session	1550	SST	IX	SB01
Supervisor of Teacher Ed - AY Continuing- Unit 18	2221	Lecturer Unit 18 in Summer Session	1550	SST	IX	SB01
Visiting Professor AY	1108	Visiting Professor AY (9/9 basis/paid over)	1108	SST	99	SB01
Visiting Assoc Professor AY	1208	Visiting Assoc Professor AY (9/9 basis/paid over)	1208	SST	99	SB01
Visiting Asst Professor AY	1308	Visiting Asst Professor AY (9/9 basis/paid over)	1308	SST	99	SB01
Professor Emeritus (WOS)*	1132	Recall Senate Emeritus	1700	SST	99	SB01
Lecturer SOE Emeritus (WOS)*	1620	Recall Senate Emeritus	1700	SST	99	SB01
Sr. Lecturer SOE Emeritus (WOS)*	1621	Recall Senate Emeritus	1700	SST	99	SB01
(Any Non-Senate academic Retiree)*	Various	Recalled (non senate)	3802	SST	99	SB06
Teaching Assistant	2310	Teaching Assistant	2310	SST	BX	SB02
Associate Instructor	1506	Associate Instructor	1506	SST	BX	SB01
Graduate Reader	2850	Graduate Reader	2850	SST	BX	SB06
Undergraduate Reader	2851	Undergraduate Reader	2851	SST	BX	SB06
Non-Student Reader	2500	Non-Student Reader	2500	SST	BX	SUBG

\*All recalls must be pre-approved by Academic Affairs.

## CONTACTS

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