

## 2020 Summer Deadlines and Processing Reminders for 9mo Faculty

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### **Summer School/Summer Pay for Faculty**

“2020 Summer School Pay Periods and Personnel Action Deadlines” provides detailed information related to processing the required job data entries and the pay dates for the various sessions of summer school.

“Summer Payroll (Summer School and Summer Pay) Processing Information” provides detailed information relating to processing the required job data entries for faculty involved in various other summer programs of the University.

***REMINDER*** – 9-month faculty currently receiving the Personal Communication Stipend via Recurring Pay will receive the stipend over the summer *unless it is turned off*. This is regardless of whether or not they are receiving Summer School (SS) or Summer Pay (SP). If you need to turn off the PCS for the summer, insert a row with an end date of 5/16/20 to stop the recurring pay. To turn the PCS back on for Fall 2020, insert a row with an Effective Date of 8/15/20 (*taking out the end date of 5/16/20*).

#### **9MA Recurring Pay – Summer School / Summer Pay Data Entry Deadlines**

If Pay Due on:	Enter Recurring Pay by NOON on:
5/29/20 – Friday	5/19/20 – Tuesday Noon
6/15/20 – Monday	6/02/20 – Tuesday Noon
6/30/20 – Tuesday	6/17/20 – Wednesday Noon
7/15/20 – Wednesday	7/02/20 – Thursday Noon
7/31/20 – Friday	7/17/20 – Friday Noon
8/14/20 – Friday	8/04/20 – Tuesday Noon

Recurring Pay can now be keyed.

**We appreciate your hard work and dedication to paying Clemson University employees in a timely manner!**

# 2020 Summer School Pay Periods and Personnel Action Deadlines

	Long Summer Session	1 <sup>st</sup> Summer Session	2 <sup>nd</sup> Summer Session	Minimester A Session	Minimester B Session	Minimester C Session	Minimester D Session
Fiscal Year	FY20 & FY21	FY20	FY21	FY20	FY21	FY21	FY21
<b>9-Month Dates</b> Start and End Dates are based on Academic Year (AY) running 8/15-5/16, with Summer Compensation starting 5/17 and ending 8/14 annually.							
Date Ranges	5/17-8/14	5/17-6/30	7/1-8/14	5/17-6/5	6/4-6/25	6/25-7/17	7/17-8/9
Personnel Actions Due in CUBS	5/18/20	5/18/20	7/1/20	5/18/20	6/1/20	7/1/20	7/16/20
Pay Dates for Summer School	5/29/20 6/15/20 6/30/20 7/15/20 7/31/20 8/14/20	5/29/20 6/15/20 6/30/20	7/15/20 7/31/20 8/14/20	5/29/20 6/15/20	6/15/20 6/30/20	7/15/20 7/31/20	7/31/20 8/14/20

**LAG (12L/12H) Dates** Start and End dates below are based upon the first day of class and deadline to submit grades or graduation. These date ranges are guidelines. Actual start dates and end dates are dependent upon the individual employee's first and last day of employment.

Date Ranges	5/12-8/7	5/12-6/23	6/24-8/7	5/12-6/3	6/2-6/23	6/23-7/15	7/15-8/7
Personnel Actions Due in CUBS	5/18/20	5/18/20	7/1/20	5/18/20	6/16/20	7/1/20	7/16/20
Pay Dates for Summer School	5/29/20 (4 days) 6/15/20 6/30/20 7/15/20 7/31/20 8/14/20 8/31/20 (5 days)	5/29/20 (4 days) 6/15/20 6/30/20 7/15/20 (6 days)	7/15/20 (5 days) 7/31/20 8/14/20 8/31/20 (5 days)	5/29/20 (4 days) 6/15/20 6/30/20 (3 days)	6/30/20 (10 days) 7/15/20 (6 days)	7/15/20 (6 days) 7/31/20	7/31/20 (1 day) 8/14/20 8/31/20 (5 days)

**Please refer to the Payroll Operations Calendar for special pay deadlines, department and budget center cut-offs.**

\* The calendar is available via Outlook under Shared Calendars: 5337-Payroll\_Operations

**NOTE: The above pay dates are contingent upon the submission of pay authorizations by the department according to the established deadlines.**

# **Summer Payroll (Summer School and Summer Pay) Processing Information**

- Summer School earnings code is SS and Summer Pay earnings code is SP

**The following options are available for processing summer payments. Please refer to the Payroll Operations Calendar for special pay deadlines.** \* The calendar is available via Outlook under Shared Calendars: 5337-Payroll\_Operations

## Payment of Currently Employed Personnel

A) Departments/Budget Centers may choose to add these payments using the **CU Special Pay** data entry screen in PeopleSoft for one-time payments. A new entry is required for each payment.

- **Or** -

B) Budget Centers may choose to add these payments in the **CU Recurring Pay** data entry screen in PeopleSoft. Only Budget Center and HR Partner security roles have access granted for this process.

- Make CU Recurring Pay entries prior to the creation of pay sheets in order to be picked-up in the next pay cycle. Use the deadlines provided on Page 2 of this document or as published on the Payroll Operations Calendar in Outlook.
- You can view an on-line refresher at [Summer School / Summer Pay Data Entry Documentation](#).
- Eligible codes are:

<u>Earnings Code</u>	<u>Description</u>
SP	Summer Pay
SS	Summer School

- **Or** -

C) Pay faculty not in your college using the hard copy special pay.

## Payment of New “Temporary Appointment” Professional Personnel

- Hire temporary faculty, who will only work summer sessions, as regular temporary employees (12L).
- Use the deadlines provided on Page 2 of this document for applicable due dates and paydays.

## Payment of Nine-Month Faculty Who Are Retiring June 30, 2020

- Pay nine-month faculty who are retiring 6/30/20 in full on 6/30/20.