Payroll & Personnel

Office of the Senior Vice President & Provost

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Degree Requirements

- Appointing to PTK Faculty or Other Faculty (Non-TTK) Positions
  - If the **qualifying degree was awarded within the last year,** proof of degree must be submitted as an uploaded attachment to the **Hire/Add Job/Change Job** transaction
  - Copies of the diploma **are not** acceptable
  - Unofficial transcripts **are** acceptable
  - Must be translated by a **neutral** party

- Appointing to Assistant Professor Positions
  - **ORIGINAL** Proof of degree is required for all new Assistant Professor appointments.
  - Transcripts received via mail, must be sent to the Office of the Provost, Finance & Personnel.
  - Must be translated by a **neutral** party
  - The degree must come **directly** from the awarding institution to UMCP
  - Electronic Transcripts must have the transmittal information uploaded to Workday <u>with</u> the degree.

- All Faculty & Staff Hires
  - All degrees must be entered on the Pre-Hire record per the instructions on Page 3 of the Add or Manage Education Job Aid.

- All Faculty **Hire/Add Job/Change Job** Attachments
  - CV
  - Offer Letter or Appointment Letter
  - Faculty Contract – fully executed/signed
  - Degree – see details on slide 3
- **Academic Appointment**
  - For Non-Paid Faculty Only
    - CV
    - Offer Letter
    - Faculty Contract
    - Degree – see details on slide 3
  - Paid Faculty
    - No attachments are needed on the academic appointment as they have already been reviewed & approved on the Hire/Add Job/Change Job transaction.

Required Attachments

Comments in Workday

- For **Paid Faculty** the comments section of the **Hire/Add Job/Change Job** transaction should include:
  - For Lecturers: must include the number of courses and the session (i.e. spring, fall, etc.)
  - For Hourly Faculty: because an hourly generic Job Profile is used on the Hourly Faculty Hire/Add Job/Change Job transaction, the comment must include the intended title and duties.
  - Special Term Courses: Include the courses and the course dates.
  - Non-Standard Pay: The full reason for the payment must be detailed.
  - Overloads: Overloads must include the duties and the supervisor's name and approval date

- For **Non-Paid Faculty** the comments section of the **Academic Appointment** should include:
  - Because a generic Non-Paid Faculty Job Profile is used on the Contingent Worker transaction, the comment must include the intended title and duties.

Dates in Workday

(Special Courses and VISA appointments deviate from these guidelines)

- **Contract dates for 9-month** faculty must have 9-month academic appointment dates. **Offer letters must also follow these dates**. The dates can be found at https://faculty.umd.edu/appt/appointment-agreements

- **Hire, Start and End Employment Dates:** Payroll dates should be entered. For 9-month employees the academic payroll dates for a 22 pay are: PP04-PP14 (Fall), PP15-PP25 (Spring), PP04-PP25 (Academic Year)

- **Academic Appointment Dates:** They should match the contract dates. However, there are technical issues for Spring 25. Therefore, the PP15 start date should be used as the Appt Start Date and the AY End Date should be used as the Appt End Date. This is for Spring 25 only!

- **Period Activity Pay:** The two dates distinguish the actual work dates from the payroll dates.

    - Non-Teaching Overloads: The activity dates must match the **actual dates the duties are being performed**. The payment dates should match the pay period dates

    - Teaching Overload: Academic Dates must be used for the activity dates.

    - Summer Pay/Research: Activity Dates are the actual dates of the summer assignment

Overloads and Increments

- Teaching Overloads
  - Limited to one course per semester in the Spring & Fall.
    - 10% of base annual salary per 3 credit course
    - Exceptions may be granted with a written justification prior to the Workday submission
  - Summer & Winter Terms are 30% maximum
    - 10% per 3-credit course
- Non-Teaching Overloads
  - The total amount should not be greater than 20% of the salary earned during the period of the overload assignment. (8 hours per week)
  - Exceptions may be granted with a written justification before the Workday submission
- Administrative Increments
  - Direct Reports to the Dean need Provost approval and should not exceed 20%. A strong justification will be required for any amount in excess of 20%. Chair/Assoc Dean/Asst Dean increments are excluded from the increment limits. These requests should be sent when requesting hiring and salary approvals.

Special Requests

- Degree Waivers are now processed through Workday. Please follow the appropriate prompts and attach the proper documents. The action will be returned if you do not complete the education information (when appropriate).

- Non-TTK faculty inband adjustments/reclassification (title change) requests should be sent to Andrea Goltz (afgoltz@umd.edu) and Ursula Gorham-Oscilowski (ugorham@umd.edu) with a copy to Rhonda L Smith (rlsmith@umd.edu).

- Salary Exceptions for TTK & Non TTK faculty should be sent to Rhonda L Smith, rlsmith@umd.edu. Salaries for Dean Direct reports should be requested when the permission to hire is sent to the Provost.

- Retention and Equity Requests should be sent via the Academic Affairs Salary Change Request Form. The form can be found at provost.umd.edu/salary-change. Please remember to include all required documentation.

C2 Contracts

- Are still routed still routed via AdobeSign

- Please use the templates on the UHR website

- Please ensure that the contract is complete before routing.

- Ensure that the correct email address is used to obtain the VP signature (provostapproval@umd.edu) and the Assistant VP for UHR signature (uhr-contracts@umd.edu)

Academic Appointments

- *Most* Academic Appointment transactions are initiated only ***after*** the Academic Analyst receives the Appointment-related item in their MyTask inbox. This is because the Hire/Add Job/Change Job process must be completed for the Academic Appointment to be related/linked to the position & validate the end date (when appropriate).
    - One exception: Academic Appointments on the Affiliate with TTK or Affiliate with PTK Track are processed as an ad hoc Add Academic Appointment since they are not directly related to a staffing transaction.

- All Faculty in **TTK, PTK & Other Faculty** Positions within the Division of Academic Affairs require an Academic Appointment.

- There should only be **one** Primary (Faculty-Primary or Joint-Primary) Academic Appointment but there can be **multiple** Faculty-Secondary Academic Appointments. A Joint-Secondary Identifier is only appropriate when part of an **official** Joint Position and a Joint-Primary appointment is in place.

- **Teaching Overloads & Summer School** Jobs only require an Academic Appointment if one (in any unit) does not already exist. The Add Academic Appointment task will not launch when an appointment already exists.
    - Graduate Assistants with Teaching Overloads or Summer School Jobs should not have an Academic Appointment created at this time.

- **Faculty Non-Standard Pay** Jobs will always launch an Add Academic Appointment task, however, an appointment is *only* necessary when the job is for a period of time not already represented by an appointment in the same unit. No appointment is needed for an expense payout, e.g. moving expenses.
    - Graduate Assistant Non-Standard Pay Jobs should not have an Academic Appointment created.

- **Academic Leadership** positions are represented by two academic appointments: one for their faculty rank, e.g. Professor and one for their academic administrator role, e.g. Director. Both Academic Appointments are related to the same position in each appointment's Employment Position field.

- **Comments & Attachments** – Refer to Pages 4 & 5

- **Academic Appointment Dates** – Refer to Dates on Page 6

Miscellaneous

- Please ensure that all faculty salaries are at or above the minimum and that they are in the correct pay level. The level is listed on the salary guidelines and pre-populated in Workday based on the Job Profile.

- Please ensure that Extended Studies is provided with the correct per-course rates for any courses administered through their office.

- Please do not change the percentage of a course to maintain a specific salary. For instance, if your courses are 25% per three-credit course, do not change the amount to 17.5% to make the math work. Each department has standard rates, please abide by those rates.

- Faculty being awarded tenure in a Hire/Add Job/Change Job transaction must have two APT letters attached. The one signed by President Pines & the letter signed by Associate Provost Bertot.

- Do not tell individuals that their appointment is with the Provost's Office. Individuals have been contacting the actual Provost's Office. Please provide the correct contact information. Unless otherwise directed, the Dean's Office HR staff should be the only individuals directly contacting Rhonda L. Smith in the Provost's Office of Finance & Personnel.

- Please do not contact UHR's support with **faculty** position & appointment inquiries.

Questions?

- The Office of Finance & Personnel now has a Service Now account. Please use this account for detailed questions. This account should not be used to request information as to when your action will be approved.

  Open a ServiceNow Case with Academic Affairs

- The turnaround time for approvals is 2-3 business days. This time may increase during high volume periods.