

Below are samples of both the preliminary and final payroll worksheet for a department for the 1st payday in Summer 2012.

The preliminary payroll worksheet will list all instructors to be paid on 8/1/12. The list would include all courses scheduled in 1st Session, 7/2/12-8/4/12 and Special Session courses scheduled, 7/2-12-7/21/12. The worksheet will include any lab bonus amounts applicable to the course. It will not include the course enrollment bonus amounts or the total course salary amounts.

Dated: 6/12/12

Summer Session 2012
Preliminary Payroll Worksheet for 8/1/12 Paydate

SAMPLE

Mechanical and Aerospace Engineering-Preliminary
Summer Session Index# AME0213
1st Paydate: 08/01/12
Sub: 0

LastName	FirstName	FacultyType	TitleCode	Dos Code	Appointment Line		Session	CourseID	Units	Annual Salary	Salary Pct	F or C Date 6/8/12 ¹	Enrollment on 6/8/12	Date Bonus Calc	Enr on Date Bonus Calc	PerStudent ContRate ²	Separate Distribution Lines					Appt Ann/Hr Rate
					Begin	End											Paydate Begins	Paydate Ends	Course Salary	Course LabBonus ³	Course EnrBonus	Total Course Salary
Summers	Jack	LRF	1143	SSC	06/18/12	09/08/12	1st	MAE20	4	\$124,600	0.085	F	40	07/06/12		\$400	07/01/12	07/31/12	\$10,000	\$0		
Triton	Thomas	Lect NSF	1550	SST	06/18/12	09/08/12	1st	MAE101A	4	\$101,319	0.085	F	75	07/06/12		\$400	07/01/12	07/31/12	\$8,612	\$0		
Triton	Thomas	Lect NSF	1550	SST	06/18/12	09/08/12	1st	MAE104	4	\$101,319	0.085	F	29	07/06/12		\$400	07/01/12	07/31/12	\$8,612	\$0		
Smith	Joseph	LRF	1243	SSC	06/18/12	09/08/12	1st	MAE105	4	\$92,700	0.085	F	83	07/06/12		\$400	07/01/12	07/31/12	\$7,880	\$0		
Twain	Mick-SGTF Student	Grad Stud	1506	SST	07/02/12	08/04/12	1st	MAE107	4	\$42,996	0.085	F	32	07/06/12		\$400	07/01/12	07/31/12	\$3,655	\$0		
Finn	Mary-SGTF Mentor	LRF	1243	SSC	06/18/12	09/08/12	1st	MAE107	4	\$500	0	NA	NA	07/06/12		\$400	07/01/12	07/31/12	\$500	\$0		
Shores	Samantha	Grad Stud	1506	SST	07/02/12	08/04/12	1st	MAE110A	4	\$42,996	0.085	F	12	07/06/12		\$400	07/01/12	07/31/12	\$3,655	\$0		
Sessions	Mike	Adjunct	3377	SSC	06/18/12	09/08/12	1st	MAE130A/SE101A	4	\$124,600	0.085	F	106	07/06/12		\$400	07/01/12	07/31/12	\$10,000	\$0		
Sessions	Mike	Adjunct	3377	SSC	06/18/12	09/08/12	1st	MAE131B	4	\$124,600	0.085	F	51	07/06/12		\$400	07/01/12	07/31/12	\$10,000	\$0		
Sands	Eliza	LRF	1143	SSC	06/18/12	09/08/12	1st	MAE143A	4	\$105,300	0.085	C	14	07/06/12		\$400	07/01/12	07/31/12	\$8,951	\$0		

Summer Graduate Teaching Fellows Student and Mentor Awardees

Cross-listed Course (salary charged to Home department)

¹ The salary type to be paid the instructor is determined by the number of enrollments captured on this date: Full (F) =>15; Contingent (C) =<15.

² Contingent salaries are determined by the number of enrollments on the F or C date @ the PerStudentContRate (#units @ \$100, i.e. 4 unit class @ \$100 = \$400). Note: Graduate students cannot be paid a contingent salary per their Union contract.

³ The lab bonus, if applicable, is calculated as follows: Course salary @ .875, i.e. \$3,655 x .875 = \$3,198

The final payroll worksheet will include the enrollments captured on 7/6/12 and enrollment bonus amounts. The course salaries, lab and enrollment bonuses are added to come up with the total course salaries.

Dated: 7/10/12

Summer Session 2012
Final Payroll Worksheet for 8/1/12 Paydate

SAMPLE

Mechanical and Aerospace Engineering-Final
Summer Session Index# AME0213
1st Paydate: 08/01/12
Sub: 0

LastName	FirstName	FacultyType	TitleCode	Dos Code	Appointment Line		Session	CourseID	Units	Annual Salary	Salary Pct	F or C Date 6/8/12	Enrollment on 6/8/12	Date Bonus Calc ⁴	Enr on Date Bonus Calc	PerStudent ContRate	Separate Distribution Lines					Appt Ann/Hr Rate
					Begin	End											Paydate Begins	Paydate Ends	Course Salary	Course LabBonus	Course EnrBonus	Total Course Salary
Summers	Jack	LRF	1143	SSC	06/18/12	09/08/12	1st	MAE20	4	\$124,600	0.085	F	40	07/06/12	36	\$400	07/01/12	07/31/12	\$10,000	\$0	\$0	\$10,000
Triton	Thomas	Lect NSF	1550	SST	06/18/12	09/08/12	1st	MAE101A	4	\$101,319	0.085	F	75	07/06/12	68	\$400	07/01/12	07/31/12	\$8,612	\$0	\$360	\$8,972
Triton	Thomas	Lect NSF	1550	SST	06/18/12	09/08/12	1st	MAE104	4	\$101,319	0.085	F	29	07/06/12	31	\$400	07/01/12	07/31/12	\$8,612	\$0	\$0	\$8,612
Smith	Joseph	LRF	1243	SSC	06/18/12	09/08/12	1st	MAE105	4	\$92,700	0.085	F	83	07/06/12	77	\$400	07/01/12	07/31/12	\$7,880	\$0	\$540	\$8,420
Twain	Mick-SGTF Student	Grad Stud	1506	SST	07/02/12	08/04/12	1st	MAE107	4	\$42,996	0.085	F	32	07/06/12	24	\$400	07/01/12	07/31/12	\$3,655	\$0	\$0	\$3,655
Finn	Mary-SGTF Mentor	LRF	1243	SSC	06/18/12	09/08/12	1st	MAE107	4	\$500	0	NA	NA	07/06/12	NA	\$400	07/01/12	07/31/12	\$500	\$0	NA	\$500
Shores ¹	Samantha	Grad Stud	1506	SST	07/02/12	08/04/12	1st	MAE110A	4	\$42,996	0.085	F	12	07/06/12	13	\$400	07/01/12	07/31/12	\$3,655	\$0	\$0	\$3,655
Sessions	Mike	Adjunct	3377	SSC	06/18/12	09/08/12	1st	MAE130A/SE101A	4	\$124,600	0.085	F	106	07/06/12	94	\$400	07/01/12	07/31/12	\$10,000	\$0	\$880	\$10,880
Sessions	Mike	Adjunct	3377	SSC	06/18/12	09/08/12	1st	MAE131B	4	\$124,600	0.085	F	51	07/06/12	50	\$400	07/01/12	07/31/12	\$10,000	\$0	\$0	\$10,000
Sands ²	Eliza	LRF	1143	SSC	06/18/12	09/08/12	1st	MAE143A	4	\$105,300	0.085	C	14	07/06/12	15	\$400	07/01/12	07/31/12	\$5,600	\$0	\$0	\$5,600

Summer Graduate Teaching Fellows Student and Mentor Awardees

Cross-listed Course (salary charged to Home department)

⁴ The enrollment bonus amount is determined by the number of enrollments captured on this date: 51-200 @ \$20 each; 201+ @ \$10 each with no maximum limit. Note: The exception to this procedure are for instructors that have reached their 33% maximum summer compensation.