UCCS Human Resources
UNIVERSITY OF COLORADO
COLORADO SPRINGS

Enter Summer Research for Academic Year Faculty: Step-by-Step Guide

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Overview

The purpose of these guidelines is to provide the information necessary to enter summer salary for academic year (AY) faculty. This step-by-step only applies to academic year faculty who have been awarded grants and will conduct research over the summer to earn payment for this effort.

Starting the process

By April of each year, the Dean's Office or Department representative will send out the e-mail to all faculty in their division who are receiving research grants to find out if they need to be paid and what for on their grants for the Summer. Information collected from the academic year faculty should include what months and how much they are to be paid over the summer. This information is required so the HR Liaison in the department will know what information to include in the Summer Salary Tool required by the Sponsored Projects Accounting and into HCM for payment. This information should be collected by the end of the academic year for timely processing of summer research pay.

Once all information has been gathered from the Faculty, the HRL will fill out the Additional Pay Request for Summer Sponsored Research - Summer Salary Tool.

Navigation: UCCS HR webpage (www.uccs.edu/hr) > HR Document Library > Forms & Templates > Payroll Procedures > Additional Pay > Additional Pay Request for Summer Sponsored Research > Summer Salary Tool.

Instructions for completing this form are in the tool. Questions about completing this form should be directed to Sponsored Projects Accounting.

Entry for Summer Research in HCM

Step 1- Review Appointments and Positions

1. Log into HCM.
2. Review the faculty member's active appointments in Job Data or run the Job List report.

   a. If there is already a Summer Research position/appointment for the Department, use that job record and position number. Update position if needed – such as job code, etc.
   b. If the employee does not have a position, then request either Shelly Raney or Robynne Kiplinger Dahl in HR to find an empty position in Position Data, and update it to ensure it is accurate. These updates might include updating the job code.
   c. If the employee does not have a position and HR is unable to find an empty position in Position Data, then one will need to be created.
3. If the position was updated and/or created, then it will need to be reviewed and approved by HR through Human Capital Management (HCM) before a Job Change or additional position can be entered.
4. Funding for the position will need to be reviewed and updated as needed by the HRL.

Step 2- Enter Pay Amount into HCM

1. On CU Resources Home page click on **HCM tile**
2. On Employee Self Service page – click on **Employee Self Service** > click on **HCM Community Users**
3. On the HCM Community Users page click on **Transaction Launch Page** tile
4. On the Transaction Launch Page: fill out either the employee's Empl Id or First Name and Last Name and the *Search Option – either **Job Change** (to update a current appointment) *or* **Hire/Rehire/Additional Job** (for those who do not have one yet or have an old job record that can be used) then click Search. **Examples for each are below.**
5. Choose the **correct Empl Record** and click **Submit**.
6. A Message will appear – Is this a contract employee?
7. Click **Yes**
8. A Message will appear – Is this a new contract?
9. Click **Yes**
10. Enter the **Effective Date** of the Contract – for the summer – it could be mid-May (day after end of spring semester) to May 31st, June 1st – 30th, July 1st – 31st, and/or August 1st to mid-August (Friday before fall semester).
11. Click **OK**
12. On Enter Transaction Details page –Fields may or may not be grayed out.
    a. If it is a reappointment then they will be grayed out except the ***Job Effective Date**. If the date is incorrect, it can be changed here. See "Example with a current summer research position (reappointment)" for additional details.
    b. If reusing an older job record – do not be alarmed with what is showing in the *Employment Record Number, this entry will override it. The two places not grayed out are the ***Job Effective Date** and ***Reason Code.** If the date is incorrect, it can be changed here. Please choose

Summer Research as the reason code. See “Example with a new employee record or reusing an terminated employee record” for additional details.

c. If creating a New Employment Instance - The two places not grayed out are the ***Job Effective Date** and ***Reason Code.** If the date is incorrect, it can be changed here. Please choose **Additional Job Summer Research** as the reason code.

13. Click **Continue** - if all the information for the position and appointment are correct.
14. Review Position – Job Information page – If everything is correct on the top, then scroll down to Job Compensation – Pay Components and enter in ***Compensation Rate**
15. Under CU Contract Term Period – Choose **Default Appointment Period** and enter in ***CU Contract End D**t
16. Once done, please review the contract dates under **CU Faculty Contracts** – the dates should correspond to the Effective and End dates.
17. Under **Comments** – enter in the **Job Notes** – what term it is for, what is the employee being paid for, dates for payment, total amount of pay and percent of effort.
18. **Add** the signed “Additional Pay Request for Summer Sponsored Research - Summer Salary Tool” and any other documentation that is needed.
19. Click **Save and Submit for Approval** – a Transaction Request ID will come up – keep it for future reference.
20. The Transaction will be reviewed and approved by HR if everything is correct. The Transaction will be denied or pushed back by HR is something is missing or incorrect.
21. If there is a different pay for each month, then repeat the process after first transaction is approved.

Example with a current summer research position (reappointment)

Transaction Launch Page

Search Criteria

Empl ID [redacted]
Empl Record
First Name
Last Name [redacted]
Date of Birth
National ID
National ID Last 4
Department
*Search Option Job Change
Search | Clear All

ATS Applicants — Personalize | Find | View All | First 1 of 1 Last

Select	Source System	Applicant ID	Name	Date of Birth	National ID Last 4	Dept ID	Department Name	Position Number
☐								

Clear ATS Selection

HCM Data — Personalize | Find | View All | First 1-2 of 2 Last

Select	Template Action	Empl ID	Empl Record	Name	Status	National ID Last 4	Effective Date	Unit	Dept ID	Department Name	Job Code	Job Title	Stnd Hrs	Date of Birth	Termination Date
☐	Job Request	[redacted]	0	[redacted]	Active	[redacted]	01/08/2024	UCCS	40066	LAS-Physics & Energy Science	1103	Asst Professor	40.00	[redacted]	
☑	Job Request	[redacted]	1	[redacted]	Active	[redacted]	07/01/2023	UCCS	40066	LAS-Physics & Energy Science	1103SR	Asst Professor-Summer Research	1.00	[redacted]	

Clear HCM Selection

Add a Person

Submit

Message

Is this a contract employee? (21000,401)

Click Yes or No

Yes | No

Message

Is this a new contract? (21000,415)

Click Yes or No

Yes | No

TBT Contract Effective Date

Help

Enter the Effective Date of the Contract

Effective Date 05/13/2024

OK | Cancel

Template Based Transactions

Template Based Transactions

Enter Transaction Details

The following transaction details are required.

Template	Job Change Reapt Contract
Organizational Relationship	Employee
Country	United States
*Empl ID	[redacted] [redacted]
*Employment Record Number	1 (Asst Professor-Summer Research)
*Job Effective Date	05/13/2024
*Action	Data Change
*Reason Code	Reappointment

Continue Cancel

Notify

Job Compensation - Pay Components

Comp Rate Code	BASEC - Base Contract	*Compensation Rate	6357.000000
Compensation Frequency	Contract		

CU Contract Term Period

*Contract Term Period	Default Appointment Period	*CU Contract End Dt	05/31/2024

Employment - Additional Data

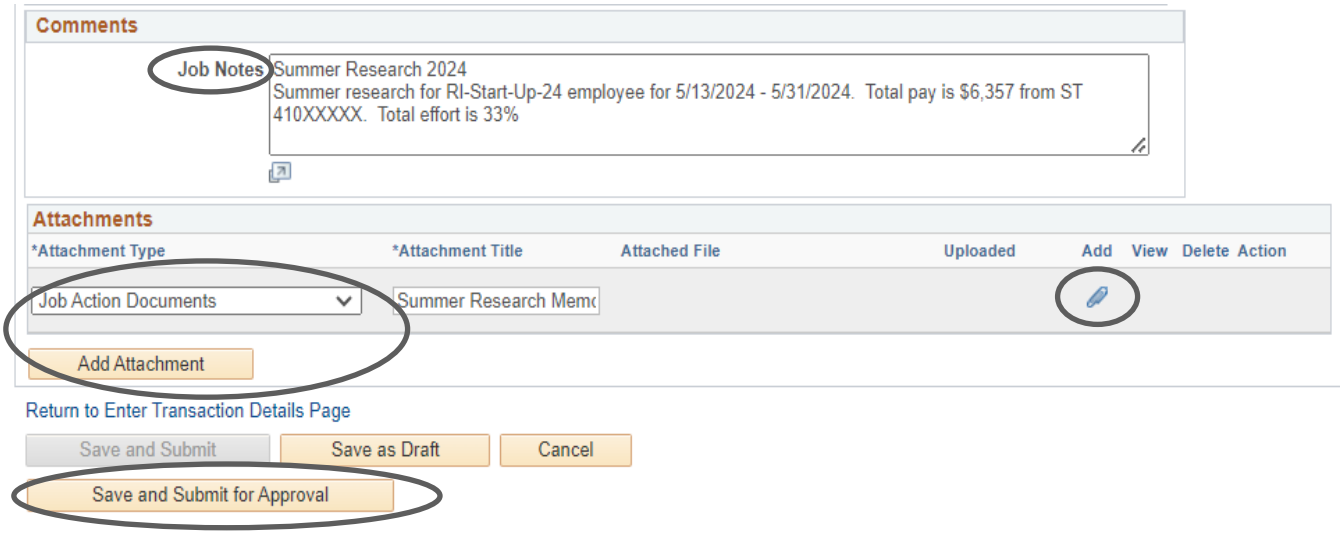
Appointment End Date (Not Used for Auto Term)	

Work Location - Expected Job End Date

Expected Job End Date (Used for Auto Term)	

CU Faculty Contracts

Empl ID	[redacted]	Effective Date	05/13/2024
Empl Record	1.000000	Assign Hours To Flag	All Earnings(Contract+PNE+
Contract Renewal Count		Contract Renewal Elig. Indic.	
Contract Begin Date	05/13/2024	Contract End Date	05/31/2024
Contract Pay Type	Oth/Cont	Termination Date	05/31/2024
Monthly Frequency	M	Combo Code for Earned Not Paid	
Combo Code for Paid Not Earned		Annualization Options	Annualize Over 12 months
Calculation Method	Actual	Contract Number	11.000000
Actual Start Date	05/13/2024	Same as Contract Regular	
Daily Hours	8.000000	Last Payment Date	05/31/2024
Prorate Hrs in Partial Period		School Schedule	
Use Holiday Schedule		Work Days in Contract	
Annual Tax Periods		Payment Begin Date	05/13/2024
Payment End Date	05/31/2024	Payment Term	Pay Over Contract
Pay Period Hours			


Comments
Job Notes
Summer Research 2024
Summer research for RI-Start-Up-24 employee for 5/13/2024 - 5/31/2024. Total pay is $6,357 from ST 410XXXXX. Total effort is 33%
Attachments
*Attachment Type
*Attachment Title
Attached File
Uploaded
Add
View
Delete
Action
Job Action Documents
Summer Research Memo
Add Attachment
Return to Enter Transaction Details Page
Save and Submit
Save as Draft
Cancel
Save and Submit for Approval

Example with a new employee record or reusing an terminated employee record

Transaction Launch Page

Search Criteria

Empl ID [redacted]
Empl Record
First Name [redacted]
Last Name [redacted]
Date of Birth
National ID
National ID Last 4
Department
*Search Option Hire/Rehire/Additional Job
Search | Clear All

No ATS matching values found

ATS Applicants — Personalize | Find | View All | First 1 of 1 Last

Select	Source System	Applicant ID	Name	Date of Birth	National ID Last 4	Dept ID	Department Name	Position Number
☐								

Clear ATS Selection

HCM Data — Personalize | Find | View All | First 1-4 of 4 Last

Select	Template Action	Empl ID	Empl Record	Name	Status	National ID Last 4	Effective Date	Unit	Dept ID	Department Name	Job Code	Job Title	Stnd Hrs	Date of Birth	Termination Date
☐	New Employment Instance	[redacted]	NEW	[redacted]		[redacted]								[redacted]	
☐	No Action	[redacted]	0	[redacted]	Active	[redacted]	01/08/2024	UCCS	40063	LAS-Chemistry	1101	Professor	40.00	[redacted]	
☐	No Action	[redacted]	1	[redacted]	Active	[redacted]	01/02/2024	UCCS	40051	LAS-Administrative Operations	1101CO	Professor-Course Overload	1.00	[redacted]	
☑	Rehire	[redacted]	2	[redacted]	Terminated	[redacted]	07/01/2015	UCOLO	40063	LAS-Chemistry	1101	Professor	5.33	[redacted]	06/30/2015

Clear HCM Selection

☐ Add a Person

Submit

Message

Is this a contract employee? (21000,401)

Click Yes or No

Yes | No

TBT Contract Effective Date

Enter the Effective Date of the Contract

Effective Date 06/01/2024

OK | Cancel

Template Based Transactions

Template Based Transactions

Enter Transaction Details

The following transaction details are required.

Template	Contract Rehire Template
Organizational Relationship	Employee
***Empl ID**	[redacted] [redacted]
***Employment Record Number**	2 (Professor)
***Job Effective Date**	06/01/2024
Action	Rehire
***Reason Code**	Summer Research

Continue Cancel

Notify

Template Based Transactions

Template Based Transactions

Enter Transaction Information

Enter the following Employee or Contingent Worker information.

Personal Data | Pos and Job Infor

Employee Information

Name with Empl ID & Empl Rec

Name [redacted] Empl ID [redacted]

Empl Record

Work Location - Position Data

*Position Number 00670059 Position Title Professor-Summer Research-Che

Work Location - Job Fields

Regulatory Region USA Company CU

Department 40063 Department Description LAS-Chemistry

Location Code 4COH Location Code Description Columbine Hall

Business Unit UCCS

Job Information - Job Code

Job Code 1101SR Job Code Description Professor-Summer I

Job Information - Reporting Information

Reports To Position Number 00480700 Reports To Name David Anderson

Appointing Authority Position 00410101 Appointing Authority Name Jennifer Sobanet

Job Information - Status

Regular/Temporary Regular Full/Part Time Full-Time

Job Information - Employee Classification

Employee Classification 2 Unv Fac/Staff - TDA Only Officer Code None

Job Information - Standard Hours

Standard Hours 1.000000 FTE 0.025000

Job Information - United States

FLSA Status Exempt

Job - Payroll Information

*Pay Group MON *Employee Type Salaried

Tax Location Code NO LOCAL

Job Compensation - Payroll Currency and Frequency

*Compensation Frequency Contract

Job Compensation - Pay Components

*Comp Rate Code BASEC - Base Contract *Compensation Rate 9000.000000

*Compensation Frequency Contract

CU Contract Term Period

*Contract Term Period Default Appointment Period *CU Contract End Dt 06/01/2024

CU Faculty Contracts

Empl ID	[redacted]	Effective Date	06/01/2024
Empl Record	2.000000	Assign Hours To Flag	All Earnings(Contract+PNE
Contract Renewal Count		Contract Renewal Elig. Indic.	
Contract Begin Date	06/01/2024	Contract End Date	06/01/2024
Contract Pay Type	Oth/Cont	Termination Date	06/01/2024
Monthly Frequency	M	Combo Code for Earned Not Paid	
Combo Code for Paid Not Earned		Annualization Options	Annualize Over 12 months
Calculation Method	Actual	Contract Number	12.000000
Actual Start Date	06/01/2024	Same as Contract Regular	
Daily Hours	8.000000	Last Payment Date	06/01/2024
Prorate Hrs in Partial Period		School Schedule	
Use Holiday Schedule		Work Days in Contract	
Annual Tax Periods		Payment Begin Date	06/01/2024
Payment End Date	06/01/2024	Payment Term	Pay Over Contract
Pay Period Hours			

Comments

Job Notes

Summer Research 2024
Summer research for Synthesis and characterization for RU(II) for 6/1/2024 - 6/30/2024 Total pay is $9,000
ST 430XXXXX - total effort is 50%

Attachments

*Attachment Type	*Attachment Title	Attached File	Uploaded	Add	View	Delete	Action
Job Action Documents	Summer Research Memo						

Add Attachment

Return to Enter Transaction Details Page

Save and Submit | Save as Draft | Cancel

Save and Submit for Approval