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.


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 Dt**

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

Search Options

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

Enter the Effective Date of the Contract

Effective Date 06/03/2024

OK Cancel
### Template Based Transactions

#### Enter Transaction Details

The following transaction details are required:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Template</td>
<td></td>
</tr>
<tr>
<td>Organizational Relationship</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td></td>
</tr>
<tr>
<td>Emp ID</td>
<td></td>
</tr>
<tr>
<td>Employment Record Number</td>
<td>(Adj. Professor, Summer Research)</td>
</tr>
<tr>
<td>Job Effective Date</td>
<td>05/13/2024</td>
</tr>
<tr>
<td>Action</td>
<td>Date Change</td>
</tr>
<tr>
<td>Reason Code</td>
<td>Reappointment</td>
</tr>
</tbody>
</table>

#### Continue

---

### Job Compensation - Pay Components

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comp Rate Code</td>
<td>BASEC - Base Contract</td>
</tr>
<tr>
<td>Compensation Frequency</td>
<td>Contract</td>
</tr>
<tr>
<td>Compensation Rate</td>
<td>6357.00000</td>
</tr>
</tbody>
</table>

### CU Contract Term Period

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Term Period</td>
<td>Default Appointment Period</td>
</tr>
<tr>
<td>CU Contract End Date</td>
<td>05/21/2024</td>
</tr>
</tbody>
</table>

### Employment - Additional Data

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment End Date</td>
<td></td>
</tr>
</tbody>
</table>

### Work Location - Expected Job End Date

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expected Job End Date</td>
<td></td>
</tr>
</tbody>
</table>

### CU Faculty Contracts

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emp Id</td>
<td></td>
</tr>
<tr>
<td>Empl Dist</td>
<td>1.000000000</td>
</tr>
<tr>
<td>Contract Renewal Count</td>
<td></td>
</tr>
<tr>
<td>Contract Begin Date</td>
<td>05/13/2024</td>
</tr>
<tr>
<td>Contract Pay Type</td>
<td>Other</td>
</tr>
<tr>
<td>Monthly Frequency</td>
<td>M</td>
</tr>
<tr>
<td>Combo Code For Paid Not Paid</td>
<td></td>
</tr>
<tr>
<td>Calculation Method</td>
<td>Actual</td>
</tr>
<tr>
<td>Actual Start Date</td>
<td>05/13/2024</td>
</tr>
<tr>
<td>Daily Hours</td>
<td>0.000000000</td>
</tr>
<tr>
<td>Annual Tax Periods</td>
<td></td>
</tr>
<tr>
<td>Payment End Date</td>
<td>05/31/2024</td>
</tr>
<tr>
<td>Payment Period</td>
<td></td>
</tr>
</tbody>
</table>

---

**UCCS Step-by-Step Guide | Summer Research for AY Faculty**
Revised: 3/22/2024 | Prepared by: Human Resources – JT & RDK
Example with a new employee record or reusing an terminated employee record

Transaction Launch Page

Search Criteria
- Emp ID
- Emp ID Last 4
- First Name
- Last Name
- Date of Birth
- National ID
- National ID Last 4
- Department
- Search Options
- Select Search Criteria
- Search
- Clear All

No ATS matching values found

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

Clear ATS Selection

HCM Data
- Select
- Template Action
- Emp ID
- Emp ID Last 4
- Name
- Status
- National ID Last 4
- Effective Date
- Unit
- Dept ID
- Department Name
- Job Code
- Job Title
- Start Date
- Date of Birth
- Termination Date

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

Enter Transaction Details

The following transaction details are required:

<table>
<thead>
<tr>
<th>Template</th>
<th>Contract Rehire Template</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organizational Relationship</td>
<td>Employee</td>
</tr>
<tr>
<td>*Empl ID</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>*Employment Record Number</td>
<td>2 (Professor)</td>
</tr>
<tr>
<td>Job Effective Date</td>
<td>05/01/2024</td>
</tr>
<tr>
<td>Action</td>
<td>Rehire</td>
</tr>
<tr>
<td>*Reason Code</td>
<td>Summer Research</td>
</tr>
</tbody>
</table>

[Continue] [Cancel] [Notify]
## Template Based Transactions

### Enter Transaction Information

Enter the following Employee or Contingent Worker information.

<table>
<thead>
<tr>
<th>Personal Data</th>
<th>Pos and Job Info</th>
</tr>
</thead>
</table>

#### Employee Information

Name with Empl ID & Empl Rec

- **Name**: [Redacted]
- **Empl ID**: [Redacted]
- **Empl Record**

#### Work Location - Position Data

- **Position Number**: 00870059
- **Position Title**: Professor-Summer Research-Che

#### Work Location - Job Fields

<table>
<thead>
<tr>
<th>Regulatory Region</th>
<th>USA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>40063</td>
</tr>
<tr>
<td>Location Code</td>
<td>400H</td>
</tr>
<tr>
<td>Business Unit</td>
<td>UCCS</td>
</tr>
<tr>
<td>Company</td>
<td>CU</td>
</tr>
<tr>
<td>Department Description</td>
<td>LAS-Chemistry</td>
</tr>
<tr>
<td>Location Code Description</td>
<td>Columbine Hall</td>
</tr>
</tbody>
</table>

#### Job Information - Job Code

- **Job Code**: 1101SR
- **Job Code Description**: Professor-Summer |

#### Job Information - Reporting Information

- **Reports To Position Number**: 00400700
- **Reports To Name**: David Anderson
- **Appointing Authority Position**: 00401010
- **Appointing Authority Name**: Jennifer Sobanet

#### Job Information - Status

- **Regular/Temporary**: Regular
- **Full/Part Time**: Full-Time

#### Job Information - Employee Classification

- **Employee Classification**: 2 Univ Fac/Stat - 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**: MCON
- **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**: 00000.000000

#### CU Contract Term Period

- **Contract Term Period**: Default Appointment Period
- **CU Contract End Date**: 06/01/2024