



Payroll Processing Policy Faculty Appointments

What should I know about the different faculty appointments?

- Each college has a standard structure for faculty appointments within its college. Check with your college office or service center to ensure you follow the appropriate standards.
- Colleges should work with the Office of Academic Affairs (OAA) to ensure that their usage of faculty appointments is aligned with University policies.
- Benefits eligibility varies by type of faculty appointment.

Regular Faculty

- Regular faculty appointments are intended to meet the ongoing teaching, research and service needs of the University.
- Regular faculty should be appointed at 50% FTE or more (only tenure track faculty).
- Regular faculty may be assigned with appointment lengths of 12/12 month, faculty 9/12, or faculty 9/12.5, depending on the department needs and college standards.

Associated Faculty

- Associated faculty members may be appointed based upon department needs and budget availability, according to OAA guidelines.
- Associated Faculty members, including rehired emeritus faculty, may be assigned with appointment lengths of 12/12 month, faculty 9/12, or semesters.
- Associated Faculty appointments must be reviewed and renewed on an annual basis and they are not tenure eligible.
- You are required to enter the expected end date in Job Data for Associated Faculty.

✓ HELPFUL LINKS

[Faculty Appointments](#)

[Appointment Length Values for Position Data and Job Data](#)

[OHR Benefit Eligibility by Appointment](#)

Comparison of 12/12 to 9/12 Faculty Appointments

12/12 Month Faculty Appt. Highlights	Faculty 9/12 Month Appt. Highlights
The terms “twelve-month” and “12/12 month” are used interchangeably in regards to faculty appointments at Ohio State.	The terms “nine-month” and “9/12 month” are used interchangeably in regards to faculty appointments at Ohio State.
Standard appointment may be made anytime for a twelve-month year.	Standard appointment is for the University academic year (September 1 through August 31).
Faculty members are required to work all year.	Faculty member is required to work 9 months (typically 2 semesters +May).
Faculty members are paid on a monthly basis in a similar fashion as A&P twelve-month appointments.	Nine-month faculty are paid in equal monthly installments for each semester/term worked; in essence they are paid 12 times for the work completed in 9 months.
Pay is received on the last working day of the month for services performed during that month.	Pay is received on the last working day of the month for a portion of the completed semester.
There is no possibility of an off-duty quarter appointment.	Faculty members may be appointed, and compensated for, the remaining 3 months (ODP). Payment is processed in the Additional Pay Pages.
Faculty members are entitled to accrue vacation.	Faculty members do not accrue vacation.
Faculty members are eligible for supplemental compensation.	Faculty members are eligible for supplemental compensation during on duty periods.



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What should I know about a nine-month faculty appointment?

This table illustrates how the 9/12 pay is distributed for each academic semester.

- Nine-month appointments and adjustments to appointments should occur at the beginning of a semester except in extraordinary circumstances.
- Appointment changes that affect pay (including FTE, leave, terminations, hires, pay rate changes, etc.) with an effective date other than September 1 (fall semester) or January 1 (spring semester) will need special intervention by Payroll Services. It is important for the service center to contact Payroll Services in such occurrences.
- The system is designed for faculty to start in the fall semester and receive their first pay at the end of September. The following chart illustrates those scenarios as well as pay schedule exceptions that may occur.

✓ HELPFUL LINKS

[Appointment Processing Matrix](#) – This document reviews all of the faculty appointments including additional faculty appointment scenarios that may be helpful in determining the appropriate track for a faculty member.

9/12 Pay Convention		
Semester	Work Months	Pay Months *
Autumn (4/9)	September	September
	October	October
	November	November
	December	December
Spring (4/9)	January	January
	February	February
	March	March
	April	April
May (1/9)	May	May
Summer	Off Duty	June
	Off Duty	July
	Off Duty	August

- Autumn Semester is paid over 5 1/3 months, Spring Semester is paid over 5 1/3 months, and May Term is paid over 1 1/3 months for a total of 12 monthly payments.

Nine-Month Appointments Starting Fall Semester

- Faculty member is hired in August for a nine-month appointment.
- Pay is distributed per table: first pay is received at the end of September; there is no salary in August.

Calculation:

$(A/R) / 12 = \text{Comp Rate for September through August Pay}$

** $(A/R) = \text{Annual Rate}$

- Faculty will receive 12 payments.
- System Effective Date: 09/01/20xx

9/12 Pay Convention		
Semester	Work Months	Pay Months *
Autumn (4/9)	September	September
	October	October
	November	November
	December	December
Spring (4/9)	January	January
	February	February
	March	March
	April	April
May (1/9)	May	May
Summer	Off Duty	June
	Off Duty	July
	Off Duty	August



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New Faculty Nine-Month Appointments Starting Fall Semester with August Pay

- New Faculty would like to receive pay at the end of August.
- For 9/12.5 appointment, check with your college for approval.
- Pay is distributed as illustrated in the table: pay is received August 16th through August 31st and is pro-rated based on Annual Rate (A/R).

Calculation:

$(A/R) / 12.5 / 2 = \text{August Pay}$

$(A/R) / 12.5 = \text{Comp Rate for September through following August pay}$

- Faculty will receive 13 payments.
- System Effective Date: 08/16/20xx
- 9/12.5 appointment is only allowable for a new faculty member's first year.
- Appointment must be changed from 9/12.5 to 9/12 effective 09/01/20xx next year

✓ **HELPFUL HINT**

If this situation occurs contact your department payroll representative. This is an exception situation and needs to be manually calculated and monitored.

9/12.5 Pay Convention		
Semester	Work Months	Pay Months *
	August 16	August
Autumn (4/9)	September	September
	October	October
	November	November
	December	December
Spring (4/9)	January	January
	February	February
	March	March
	April	April
May (1/9)	May	May
Summer	Off Duty	June
	Off Duty	July
	Off Duty	August

Nine-Month Appointments Starting Spring Semester

- Faculty would like to receive pay at the end of January.
- Pay is distributed as in the table: pay for January through August is prorated based on **Annual Rate** (A/R).

Calculation:

$(A/R) / 9 \times 5 / 8 = \text{Comp Rate for January through August Pay}$

- Faculty will receive 8 payments
- System Effective Date: 01/01/20xx

9/12 Pay Convention		
Semester	Work Months	Pay Months *
Spring (4/9)	January	January
	February	February
	March	March
	April	April
May (1/9)	May	May
Summer	Off Duty	June
	Off Duty	July
	Off Duty	August



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Nine-Month Appointments with Mid-semester Changes

- Faculty member resigns/retires, has an appointment change, leave of absences, etc. in the middle of a semester.
- Pay is manually pro-rated based on the total number of days worked.

Calculation:

$(A/R) / 180$ (# of working days) X number of days worked = pay amount

- It should be rare to have any action occur in the middle of the semester.
- 9 month faculty work an average of 19 days per month and are paid for holidays.
- System Effective Date: actual effective date

✓ **HELPFUL HINT**

If this situation occurs you must contact your department payroll representative. This is an exception situation and needs to be manually calculated and monitored.

***All other 9 month faculty appointment arrangements need to be discussed with OAA and Payroll**



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What exceptions occur within regular faculty appointment processing and setup?

- There are many exceptions that occur within the regular faculty appointment processing and setup. The chart below describes some of the exceptions that occur and the best course of action or reference related to the exception.

Exception Case	Description	Action/Reference
Faculty Professional Leave	<ul style="list-style-type: none"> • Faculty members on both 9-month and 12-month appointments are eligible for paid leave of absence (Faculty Professional Leave). • During this time faculty members can be paid from a research grant, if not there may be a reduction in pay if absent for more than 1 semester. • Faculty members may also be eligible to change their retirement contribution and/or contribute to both STRS and OPERS. • Faculty on FPLs should not be given supplemental compensation from general funds. 	<p>Calculation:</p> <p>1 Semester: No reduction in pay 2 Semesters: 1/3 reduction in pay</p> <p>✓ HELPFUL LINK http://www.oaa.osu.edu/assets/files/documents/facultyprofessionalleave.pdf, STRS Notification of Profession Leave of Absence</p>
Special Assignments	<ul style="list-style-type: none"> • Faculty members on both 9-month and 12-month appointments are eligible for a special assignment. There is no change in pay. 	<p>✓ HELPFUL LINK http://www.oaa.osu.edu/assets/files/documents/specialassignment.pdf</p>
Leave of Absence	<ul style="list-style-type: none"> • Faculty members on both 9-month and 12-month appointments are eligible for unpaid leave of absence. • Exceptions to eligibility are those untenured faculty in their terminal year of employment or faculty who have accepted new permanent employment outside Ohio State. • During this time faculty members are not compensated by Ohio State. 	<p>✓ HELPFUL LINK http://hr.osu.edu/policy/policy645.pdf</p>
Administrative Attachment	<ul style="list-style-type: none"> • Administrative Attachment scenarios occur when faculty members are appointed to an administrative position in addition to or in lieu of their regular faculty duties. • Generally attachments are a percentage of base pay which can be adjusted annually. • Faculty members are paid through additional pay panels (SUP) for the additional administrative position unless a letter of offer specifically stipulates that there will be an increase in base pay. It is removed when the position is relinquished. 	<p>✓ HELPFUL LINK Appointment Processing Matrix – This document reviews all of the faculty appointments including administrative attachment scenario examples.</p> <p>✓ HELPFUL LINK Hire an Employee http://www.oaa.osu.edu/assets/files/documents/facultycompensation.pdf</p>
Appointment Transfers: 12-Month to 9-Month	<ul style="list-style-type: none"> • This occurs when faculty members transfer from a 12-month appointment to a 9-month appointment. • It is recommended that the transfer occurs at the beginning of fall semester. • Vacation is forfeited per OHR Policy when faculty members transfer to the 9-month appointment vacation schedule. 	<ul style="list-style-type: none"> • Refer to the Faculty Appointments Highlights section at the beginning of this document. <p>✓ HELPFUL LINK http://www.oaa.osu.edu/assets/files/documents/facultyappointments.pdf</p>
Multiple Appointments	<ul style="list-style-type: none"> • Faculty members can fulfill more than one appointment at a time. Example: 50% Faculty, 50% Administrative • It is recommended that all appointments are on the same schedule however exceptions do occur. 	<p>✓ HELPFUL HINT Appointment Processing Matrix – This document reviews all of the faculty appointments including multiple appointment scenarios.</p> <ul style="list-style-type: none"> • Refer to the Faculty Appointments Highlights section at the beginning of this document.



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Reporting:

- The **Job Data Activity (HRB310)** and **Position Data Report** are helpful in monitoring the faculty appointment data entry.

✓ HELPFUL LINK

[Job Data Activity - HRB310OS](#)

[Updating Position Data Information](#)

What must I do to set up a faculty appointment? (Checklist)

- 1. Determine the appropriate appointment length value for position and job data.
 - ✓ **HELPFUL LINK**
[Appointment Length Values for Position and Job Data](#)
- 2. Appropriate appointment length is determined by the business unit based on need and the position need in relation to the academic calendar.
 - ✓ **HELPFUL TIP**
Make sure the faculty member is aware of the appointment length they have been assigned and the corresponding pay schedule.
 - ✓ **HELPFUL LINK**
[OAA Website](#)
- 3. Setup the faculty member appropriately in PeopleSoft using approved offer letter and acceptance letter.
 - ✓ **HELPFUL LINK**
[Hire an Employee](#)
- 4. Make sure to indicate the semesters/terms of service in Job Data. This is extremely important in payroll and retirement processing.
- 5. Be sure to enter education information for each new hire for in the PeopleSoft system.
- 6. Report new faculty hire to OAA service center via HR Action request.
- 7. Ensure completion of appropriate paperwork and New Hire Checklist (hr.osu.edu/hrpubs/NEOmgrfold.pdf).
- 8. If any exceptions occur where the pay schedule needs adjusted contact:
 - Payroll Services
payrolloffice@osu.edu
(614) 292-2311, or your area's payroll analyst
- 9. For questions on benefits, contact:
 - Benefits Services
service@hr.osu.edu
(614) 292-1050