

Compacted Intersession Workload Example

College: _____
 Date Submitted: _____
 Revised: _____

*Employee Types: 1=Appointed IPAY (Extra Comp); 2=GA (SalGA); 3=Hourly (WagesStu); 4=Hourly (Wages)

Submitting Department (e.g. ANTH)	Course Name (e.g. Intro to Cultural Anth)	Course Credit Hours	Pre-Session Estimated Enrollment	UA Connect Actual Enrollment	Employee Name (Last, First)	Appt. Period (9 or 12 mo)	FY 100% appt FTE Salary	Intersession Pay	Fringes	Total (salary+fringe)	Comments (crosslistings, special pay, exceptions, etc.) and all other Notes
								\$ -	\$ -	\$ -	
								\$ -	\$ -	\$ -	
								\$ -	\$ -	\$ -	
								\$ -	\$ -	\$ -	
								\$ -	\$ -	\$ -	

This workload sample is abbreviated. It does not contain all the course designation, employee appointment, employee pay and cost summary columns. The exact columns in use may change annually to be responsive to reporting and campus needs. These directions are specifically for the on-campus intersession entries rather than for those online. The workload itself will contain detailed directions.

The columns above require some critical information. Enrollment numbers change often throughout the intersession preparation and reporting periods. A "Pre-Session Estimate" column should be used for the first submission only. This allows the department to estimate what they expect to see based on the past performance of the course.

After the workload submission is approved, colleges should resubmit the workload at least once, more if there are changes to other columns, using the "UA Connect Actual Enrollment" column. The workload has two different sets of tuition revenue predictions, one based on pre-season estimates and the other based on actual enrollment. The actual enrollment must match UA Connect at the end of the intersession. At the top of the workload, there is a place for "Date Submitted" and "Revised" to be entered. The workload supplies directions for how to mark changes in the entries so reviewers can easily find them.

It has become critical to know the appointment period (9 or 12 months). 12-month appointed faculty must use leave time to qualify for intersession pay. Department leave representatives should be notified when a faculty member has chosen this option.

The column for "FY 100% Appt FTE Salary" is treated differently in August than in January and May. On the August workload, the FY (fiscal year) is the previous fiscal year. For instance, the August 2017 workload should include the salary from May 2017 for 9-month faculty. It should reflect the June 30 salary for 12-month faculty.

When a faculty member is appointed less than 100%, the "FY 100% Appt FTE Salary" should show what the "full-time equivalent" salary would be. For instance, if a 50% appointment salary is \$25,000, the FTE would be \$50,000.

"Intersession Pay" contains a formula that uses the course credit hours and the FTE salary to determine the appropriate pay. From there, the formulas determine fringes as well. In the event there is a special exception to pay, the cell for that employee will need to be typed over.

Finally, the "Comments" column tells reviewers anything that makes that row entry special. For instance, this is the place to note if a special approval has been received. It should be stated who gave the approval and on what date. It should also include information such as the employee not receiving intersession pay because they are teaching the course in load. Class crosslistings, notes about enrollment, or any other special situations should be included.

