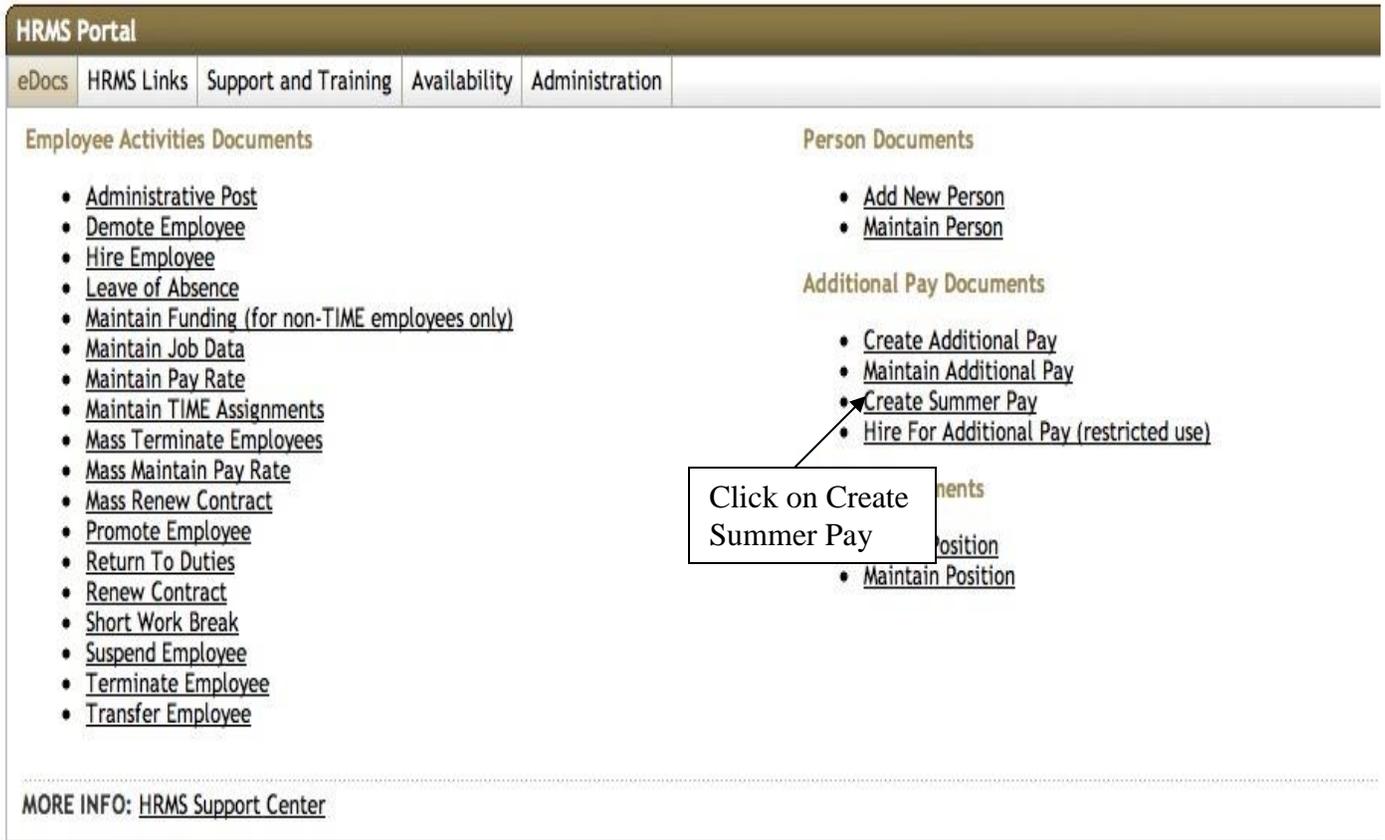# Create Summer Pay

Click the "Create Summer Pay" document link under the "Additional Pay Documents" section to initiate the eDoc.

Enter the University ID of the person being appointed. Select "Search" and then click "Create Summer Pay Document" under the Actions column.

The effective date defaults in as 5/1/YYYY and cannot be updated. The position number is your unit-specific summer only position or the "Additional Pay: Academic Services" position for AC1 faculty. Confirm that a pooled summer position exists for each salary plan you will be assigning summer pay to within your department. If the position number is unknown, click the "Position Lookup" button to look up the position number.

- AC1 – No specific summer position; use the "Additional Pay: Academic Services" pooled position number.
- AC2 – Visiting Faculty Summer Only
- AC3 – Associate Instructor Summer Only, Graduate Assistant Summer Only, Research Assistant Summer Only
- WSG – Work-Study Graduate Assistant Summer Only, etc.

Create Summer Pay Document [?]		Doc Nbr: 1161228	Route Status: INITIATED
		Initiator: Shah, Akash Narendra	Created: 12:38 PM 02/24/20

For Appointed Positions (AC-1), select the departmental Additional Pay position (AP salary plan) desired. For Pooled Positions (AC-2, 3, 4, WSG), select the departmental Summer Only position desired.

expand all   collapse all

Hire   ▾ hide

Person

University ID	0002599957
Name	Testing, Academic HR
Preferred Name	Testing, Academic

Position

* Effective Date	05/01/2009
* Position Number	[ ] 🔍
Home Department	

Click on the Position Lookup button

continue

Notes and Attachments (0)   ▸ show

* required field

cancel   close

On the "Position Lookup" screen, enter the Department ID and Salary Plan for the position number. Then click "search." After the positions come up, click "return value" in the "Return Value" column.

Position Lookup ?

* required field

Position Number:	
Campus (Business Unit):	▾
Jobcode:	🔍
Position Type:	▾
Current Title:	
Department:	BL-CHEM 🔍
Salary Plan:	AP 🔍
Position Status:	▾

search   clear   cancel

2 items found. displaying all items.

Return Value	Position Number	Effective Date	Current Head Count	Current Title	Position Type	Campus (Business Unit)	Department	Jobcode	Work Period	Salary Plan	Salary Grade
return value	00001144	01/01/1901	41	Additional Pay: Acad Services	AC	IUBLA	BL-CHEM	000276	W	AP	

Click "return value" to select the position

Once the "Position Number" has been entered, click the "continue" button.

Create Summer Pay Document ?

Hire ▾ hide

Person

University ID	0002599957
Name	Testing, Academic HR
Preferred Name	Testing, Academic

Position

* Effective Date	05/01/2009
* Position Number	00001144 🔍
Home Department	

continue

Click "continue"

Notes and Attachments (0) ▸ show

If the University ID does not have an existing summer job, you will see the Job Data section. If there is an existing summer job, the Job Data section won't be shown and you will see the "Additional Pay Position" section. Enter the second position number which is **always** your department's "Additional Pay: Academic Services" position number. Then click "continue."

Job Data	▾ hide

Action Reason	
Action	Hire (HIR)
Action Reason	Summer Academic Only (SAC)

Job Data	
Rcd#	2
Responsibility Center Name	ARTS & SCIENCES
Position Type	Academic (AC)
Campus (Business Unit)	IUBLA
Department	CHEMISTRY (BL-CHEM)
Jobcode	Additional Pay: Acad Services (000276)
Location	BL
Salary Plan	Additional Pay Acad Services (AP)
Salary Grade	
Standard Hours	
Work Period	Weekly (W)
Regular/Temporary	Temporary (T)
Full/Part Time	
Regulatory Region	USA
Tax Location	BL
Employee Type	Salaried (S)
FTE	0.00
Compensation Frequency	Monthly (M)
Pay Group	A12
Compensation Rate	0
Annual Rate	
Holiday Schedule	HRNO
FLSA Status	Nonexempt (N)

Additional Pay Position	
* Position Number	

Enter the "Additional Pay: Academic Services" position number

continue

Click "continue"

Notes and Attachments (0)	▸ show

Select the Earn Code as desired from the "Earn Code" drop down menu.

Additional Pay ▾ hide

Information

University ID	0002599957
Name	Testing, Academic HR
Preferred Name	Testing, Academic
Rcd #	2
* Position Number	Additional Pay: Acad Services (00001144)
Jobcode	Additional Pay: Acad Services (000276)
Campus (Business Unit)	
Department	

Drop down menu:
- Summer AC1 Administration
- Summer AC1 Curriculum Devlpmt
- Summer AC1 Research
- ✓ Summer AC1 Teaching
- Summer AC2 Administration
- Summer AC2 Curriculum Devlpmnt
- Summer AC2 Research
- Summer AC2 Teaching

Click on the Earn Code drop down

Additional Pay Reason

* Earn Code	
* Additional Pay Reason	
* Effective Date	

Additional Pay

* Earnings End Date	07/17/2009
Standard Hours	0.00
* Total Amount	5,000.00
Begin Date	
End Date	
Pay Per Period	1,666.67 [Calc Pay Per Period]

continue

After selecting the "Earn Code", select the "Additional Pay Reason" from the drop down menu. Enter the "Effective Date" and "Earnings End Date" if IRR is selected. If any other session is selected, the dates will automatically default in based on the session picked. Fill in the other applicable fields and click "continue".

Add "Additional Pay Earning" by entering the "Voucher Code" and then click the "add accounting line" button to add an accounting line.

Enter "Accounting Line" information: "Account" and "Percent".

If appropriate, add a note and click the "add" button.

Once you have reviewed the eDoc, you can click "submit" and then "close" the eDoc when you see that the eDoc has been submitted and is in "Enroute" status.