



INDIANA STATE UNIVERSITY
Print Form
SUMMER INSTRUCTIONAL PAY AUTHORIZATION
(SEE GUIDELINES FOR SUMMER INSTRUCTIONAL PAY)

Employee Name _____ University ID _____
 Department _____ Pay Expense Index _____ Org Code _____
 Person Completing Form _____ Ext. Number _____

Employee Status Please Check One: New Employee Current Employee

Summer Session beginning in May	Type of Work	Account Code	Amount Earned	Course Number*	Credit Hrs (Faculty Inst. Only)	THESE COLUMNS ARE FOR PAYROLL USE ONLY		
						SA-1	SA-2	SA-3
3-week session	Faculty Instruction	61300						
3-week session	**Faculty Non-Instruction	63700						
3-week session	Chairperson Support	60200						
7-week session	Faculty Instruction	61300						
7-week session	**Faculty Non-Instruction	63700						
7-week session	Chairperson Support	60200						
11-week session	Faculty Instruction	61300						
11-week session	**Faculty Non-Instruction	63700						
11-week session	Chairperson Support	60200						
Summer Session beginning in June								
4-week session	Faculty Instruction	61300						
4-week session	**Faculty Non-Instruction	63700						
4-week session	Chairperson Support	60200						
8-week session	Faculty Instruction	61300						
8-week session	**Faculty Non-Instruction	63700						
8-week session	Chairperson Support	60200						
Summer Session beginning in July								
4-week session	Faculty Instruction	61300						
4-week session	**Faculty Non-Instruction	63700						
4-week session	Chairperson Support	60200						

*Note: For multiple course numbers in the same session, please use the comment section below to list the course numbers.

**Note: Please describe nature of faculty non-instruction in comments section.

APPROVALS

X _____
 Department Chairperson Date _____

X _____
 Dean Date _____

Finance _____ HR _____

Comments:

Summer Instructional Pay Guidelines

- For the purpose of this form, a new employee is considered to be someone who has not held a position at the University during the past year.
 - Departments must notify Human Resources of all new employees they hire for the summer session prior to the beginning of the session.
 - A new employee must have employment and payroll forms completed prior to, but no later than the first day of employment.
 - Contact Human Resources at extension 4114 for questions concerning previous employment and employment eligibility.
- Faculty instruction: enter the amount to be earned, the course number and credit hours in the appropriate row for the session.
- Faculty non-instruction: enter the amount to be earned and indicate in the Comments section a brief explanation of the non- instructional duties to be compensated.
- Chairperson support: enter the amount to be earned in the appropriate row for the session.
- This form is NOT to be used for payment to employees for work in non-exempt positions. If funding for hours worked is to be from summer accounts, then a transfer of funds should be used and hours worked are to be reported on the employee's Kronos timecard.
- Following approvals by the department chairperson and dean, the pay authorization is to be forwarded to the Office of the Controller.
- Corrections to submitted pay authorizations:
 - Change in dollar amount*: Requires new form with new signatures to supersede previous form. New form MUST comment that it is superseding previous form in order to avoid overpayment.
 - Change in appointment term or index*: Email the change to Assistant Payroll Manager, with copy to the appropriate dean's office for approval.
 - Cancellation*: Provide to Payroll a copy of the original form, clearly marked CANCEL and with effective date of cancellation.
- Payroll will calculate the pay increments which will be issued according to the following schedule: Summer
 - Academic Payroll SA-1
 - In full for 3-week session beginning in May*
 - One-half for 7-week session beginning in May*
 - One-third for 11-week session beginning in May*
 - Summer Academic Payroll SA-2
 - In full for 4-week session beginning in June*
 - One-half for 7-week session beginning in May*
 - One-half for 8-week session beginning in June*
 - One-third for 11-week session beginning in May*
 - Summer Academic Payroll SA-3
 - In full for 4-week session beginning in July*
 - One-half for 8-week session beginning in June*
 - One-third for 11-week session beginning in May*
- Pay issue dates for Summer Academic Payrolls are posted on the One-Time/Summer Payroll tab at <http://www.indstate.edu/payroll/link1/index.htm>. Questions regarding pay dates may be directed to the Payroll Office at extension 3533.