

Processing Academic Summer Jobs - UIS

Unit completes, routes for approvals and submits Pitr to UIS Academic HR Pitr Processors.

Reminder: Banner will pay actual workdays of the partial months and will pay the whole assigned salary in any full months.

STEP 1 Initiate Pitr.

STEP 2 Complete the **MEMO** section with the following type of information: Adding Summer Job; provide actual service dates, whether or not administrative increment is included in calculations, and any additional supporting information or instructions as needed (be specific).

STEP 3 Enter the new job information in the **NEW** section under Job Information – Position No./Suffix on the Pitr:

- a) Position/suffix = pooled position number with suffix beginning with 'S0', then 'S1', 'S2', etc.
The UIS Provost's Office establishes the position
- b) Begin Date = job begin date
- c) Job Type = Overload
- d) Title = title of job for which service will be provided
- e) P-Class = SMMR
- f) FTE = FTE employee is providing service
- g) Assign Salary = 1/9 rate based on service FTE (i.e. 1/9 if 1 FTE, 1/2 of 1/9 if .5 FTE)
- h) Factors and Pays = 1, 2, 3
- i) Timesheet Org = Organization paying for the job
- j) E-Class = MM (Summer Pay)

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k) Job End Date =

<i>If job driven by service dates, enter...</i>	<i>If job driven by total amount to be paid, enter...</i>
service end date	pay end date (i.e. 6/15, 7/15, 8/15)

- l) Job Change Reason Desc. = ADD SUMMER JOB
- m) Job Change Reason Code = JB007
- n) C-FOAPAL = labor distribution information (if different from position labor distribution)
- o) Job Service Dates = Actual service begin / end dates



NOTE: If home unit, route documents for approvals and subsequent submission to UIS Academic HR Pitr Processors for review and entry into Banner. If not home unit, route documents for approval and then forward to home unit for approval and subsequent submission to UIS Academic HR Pitr Processors for review and entry into Banner.