

Payroll Services



Process for Hiring Less than 12 Month Appointments during Summer

Full time budgeted employees hired during the final months of the fiscal year are eligible for TRS, ORP, and medical benefits if the appointment period in the next fiscal year will be at least 4.5 months and at least 50% effort.

Required notifications on benefit enrollment and retirement programs to the employee will not be processed without the proper dates. Not using the proper start date and annual term delays the 90 day waiting period for benefits as well as enrollment in a retirement program, resulting in lost vesting time and possible noncompliance with the state limit on enrolling in ORP.

The current fiscal year EPA must be processed for a 4.5 month, or greater, annual term covering the current fiscal year pay dates. A twelve month appointment should only be indicated if the future fiscal year term will be twelve months. A faculty member appointed for a twelve month term, at 50% effort or more, is eligible to accrue and use vacation leave per System Regulation 31.03.01 – Vacation. See: <http://policies.tamus.edu/31-03-01.pdf>

In the example below a faculty member is hired effective 8/1/2013 but has been appointed to a nine month term in fiscal year 2014 (September 1 through May 31). The effective date in the current fiscal year must be 8/1/13. The annual term must be 4.5 months, or greater, and include the effective from-to dates (through 8/31/2013). An EPA must be processed in FY 2014 to reflect the nine month term of the appointment.

For questions regarding how to correctly set up the EPA contact your payroll processing team or email payrollprocessing@tamu.edu.

EPA Document Information	
EPA Document: 0010497 (EPA Report) (coversheet)	Doc FY: 2013
Routing Document:	Doc Status: Open for Editing
Document Type: Create or Re-activate Position (02)	Date Created: 07/15/2013 11:05 AM
Action is Effective From-To: 08/01/2013 - 08/31/2013	Last Updated: 07/17/2013 11:30 AM
Dept/SubDept:	
Source Balance Edits Overridden: No	Roll to New FY: No
Override Budget: No	RF Cost Sharing: No
Replace Prior Iteration(s): No	TEES Cost Sharing: No
Justification/Comments: To hire Dr. Smith as Professor effective 8/1/13. Dr. Smith will be in a 9mo appointment for FY2014 eligible for benefits and retirement.	

Position Information	
PIN Number: M38560 (Budget)	Base/New Iteration: 00/01
Adloc: 02-120045 PAYROLL SERVICES	
Title Code: 7100 PROFESSOR	
Previous Title Code:	
Annual Term From-To: 12/01/2012 - 08/31/2013	Annual Term Modifier:
Position Action: Create PIN (CR)	Annual Term Months: 9.0