



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

January 12, 2010

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY10-39

Distributed via Campus Email

To: Department Heads and Office Assistants

From: Mary Lee Hodge
Vice President of Business Affairs

Re: Salary Guidance for Spring 2010

To assist you with spring 2010 appointments, we have prepared a list of reminders as guidance for your use.

1. Salary and Wage Guidance - Vacant Tenure and Non Tenure Track funds are in an unallocated faculty salary line. To access these funds, your unit must:
 - a. Process a Departmental Budget Request (DBR) Form in Canopy and attach a copy of the offer letter for each employee whose salary is covered by the DBR by January 14, 2010. In the justification section, state:
 - i. Who will be appointed against these funds,
 - ii. The title of each individual,
 - iii. The beginning and ending appointment dates for each individual, and
 - iv. The salary of each individual.
 - b. Process an EPA for each individual. In the justification/comment section, include the specific instructional assignment so that the Coordinating Board Cost Study information is directly associated with the appointment. DBRs and EPAs must be processed by January 14, 2010 to ensure timely employee compensation.
 - c. Be aware that the unallocated faculty salary line is your resource to cover fall and spring teaching needs. The unallocated salary line will not be allowed to be used for summer appointments.
 - d. **As of February 1, 2010, balances in the unallocated faculty salary line will lapse.**
2. All teaching appointments must be paid from an instructional account as opposed to an academic support or non-instructional account. In addition, all teaching appointments must bear an academic title. These requirements are necessary for proper Coordinating Board reporting and to comply with THECB Cost Study requirements. Appointments for teaching that are not from the proper account or that do not bear an appropriate title will be returned to the originating department. Title codes for teaching appointments were approved by the Provost Office and must be used. To obtain a listing of the appropriate title codes, see http://www.pvamu.edu/files/human_resources/dosc/Appendiz%20C.pdf.
3. Temporary Staff Positions have been included in the unallocated staff salary line. To access these funds the following is required:
 - a. Process a Departmental Budget Request (DBR) Form and attach a copy of the offer letter for each employee who salary is covered by the DBR. In the justification section state:
 - i. Who will be appointed against these funds,
 - ii. The title of each individual,
 - iii. The beginning and ending appointment dates for each individual, and
 - iv. The salary of each individual.

- b. Process the EPA document. Please include the specific assignment in the justification/comment section.
 - c. DBRs and EPAs must be processed by January 14, 2010 to ensure timely employee compensation.
 - d. Be aware the unallocated staff salary line is your resource to cover temporary appointments.
4. Vacant budget staff positions lapse to salary savings at the end of each month.
 5. Related fringe benefits for accounts that have to bear those costs are included in the Benefits Pool. You do not have to process a DBR to access these funds.
 6. Timely submission of Payroll Documents: Budget Verification Documents (BVDs) are your certification for salaried employee payments. It is very important that they are retrieved from the Budget Office when notified. BVDs should be signed and returned promptly. In addition, timely submission of Time Traq documents for hourly appointments is critical to ensure that each worker is paid in a timely manner. **Any late EPA or payroll-related document will require that the worker wait until the next bi-weekly payroll to receive his/her pay so it is critical to adhere to the published deadlines.** Those deadlines are shown on the Business Affairs Calendar on the Business Affairs web page.
 7. Processing of supplement payments:
 - a. Supplemental pay requests must be approved prior to the commencement of work. A copy of the approval should be attached to the payroll adjustment form. In addition, supplemental payment must be processed on a monthly basis to ensure that our University meets IRS rules.
 - b. Non-exempt employees should be paid for overtime work at 1.5 times their regular pay (in weeks where the actual hours worked exceed 40) as opposed to a flat pay rate unless they are working in a capacity completely different from their normal duties in a department other than their normal department and outside their normal work hours. A timesheet showing all of their work hours for the week should be attached to the payroll adjustment form so that a proper audit trail is maintained in the event of an audit. The rules related to overtime pay can be found in the Business Affairs Policy Library, and the required time forms can be found in the Business Affairs Forms Library.
 - c. All classified workers must complete the weekly time sheets and those time sheets must be retained in the department for possible inspection by the auditors. Be aware that the workweek is Monday – Sunday. Weekly time sheet forms can be located in the Forms Library on the web.

We hope this guidance will be helpful to you. If you have any questions about these guidelines, please do not hesitate to contact Ms. Betty Ricks-Harris at 936-261-2201 or via email at baricks@pvamu.edu.

xc: President George C. Wright
Ms. Betty Ricks-Harris

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