

MEMORANDUM

TO: Personnel Specialist

FROM: Kristi Fronce

DATE: April 15, 2008

RE: Information on Summer Transaction Processing

Information regarding summer processes and procedures has been updated on the Division of Human Resources web page at <http://www.k-state.edu/hr/infomgmt/imsumtrans.htm>. Within these pages, you will find information on the following topics:

- effective dates and submission due dates
- transaction processing for hourly students, graduate students and unclassified 9-month employees
- **NEW** - summer leave without pay policy for 9-month faculty
- summer school and/or summer appointments
- funding updates for fiscal year 2008 and fiscal year 2009
- on-line presentations for hourly students, graduate students and unclassified employee summer transactions
- unclassified summer pay calculation/calculator

A significant change is being implemented for summer 2008. There will no longer be a "voluntary" leave of absence designation for employees identified as non-budgeted during the academic year. All unclassified 9-month benefit eligible employees will be automatically placed on "involuntary" leave of absence effective May 18, 2008 in HRIS and automatically returned on August 10, 2008. This change was implemented so all unclassified 9-month employees receive the same benefits regardless of position.

Our staff will place these same individuals who are appointed during the summer months to a Record 10 (summer school appointment) or Record 11 or greater (summer appointment). In previous years, unclassified employees in temporary (non-budgeted) positions with benefits during the academic year were hired to Record 0 during the summer months.

If you have questions or concerns regarding these procedures, please contact your HR liaison at (785)532-6277.