



CFAES

OFF Duty Pay Calculator Instructions

Purpose: To ensure accurate processing of Faculty Off-Duty Pay in accordance to the Faculty Rules and Compensation Policy in addition to adherence to the Board of Trustees approved Off Duty Pay eligible days. HRP's are required to assist their faculty in using the college approved calculator for all ODP transactions. One calculator per faculty should be used per eligible days beginning October through August each year.

1. Open CFAES ODP Calculator
2. Save to an ODP Tracking Folder to be created by HRP on their work computer
 - *Each HRP is responsible for tracking his/her Faculty ODP payments*
 - a. Create a designated folder that you save your ODP calculators for each faculty
 - i. For example: ODP Tracking Folder > 2018-2019 ODP > Faculty Last Name First Name as of {Date}
3. Insert Faculty "Employee" Information
 - a. Employee ID
 - b. Name
 - c. Department

	A	B	C	D	E	F	G	H	I	J	K
1											
2											
4									CFAES		
5									Off Duty Pay Calculator		
6											
7											
9											
.0	Employee Information:										
.1	Employee ID:	123456789									
.2	Name:	Brutus Buckeye									
.3	Department:	CFAES - Dept of Awesome									

4. Insert Faculty Annual Base Salary per annual rate listed in PeopleSoft – Job Data Compensation Tab

The screenshot shows the PeopleSoft Compensation tab for an employee. Key details include:

- Effective Date:** 09/01/2017
- Effective Sequence:** 0
- HR Status:** Active
- Payroll Status:** Active
- Action:** Pay Rate Change
- Reason:** Annual Salary Increase
- Job Indicator:** Primary Job
- Compensation Rate:** 10,953.00 USD
- Frequency:** M (Monthly)

Rate	Rate	Currency	Frequency	Rate	Currency
Annual	131,436.000000	USD	Daily	505.520000	USD
Monthly	10,953.000000	USD	Hourly	63.190000	USD

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 OSUMO	0	10,953.000000	USD	M	

5. Tab out of Annual Base Salary Field
6. ODP Calculations will auto-generate



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Employee Information:

Employee ID:	123456789	<input type="button" value="Reset Form"/>
Name:	Brutus Buckeye	
Department:	CFAES - Dept of Awesome	

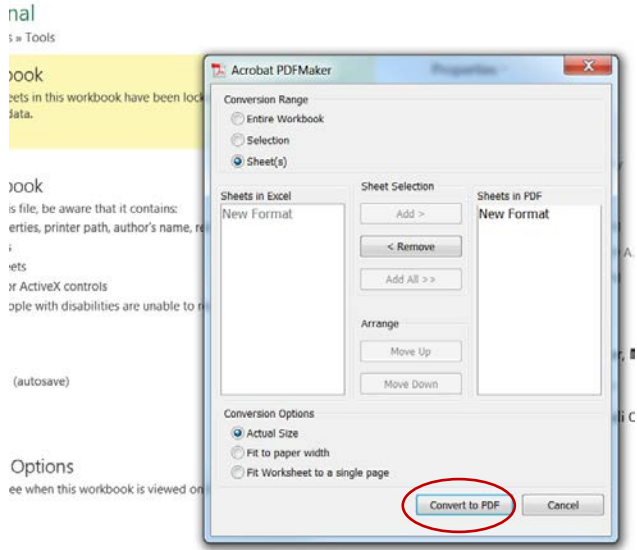
Salary Rate Calculations:	Academic Year Eligible Days:	Summer Only Eligible Days:
Annual Base Salary:	October (2)	May (12)
Max ODP (3/9):	November (1)	June (20)
Monthly Pay Rate:	December (9)	July (22)
Max Grant/Contract ODP:	January (3)	August (10)
Max University ODP:	March (5)	
Daily Rate		

- HRP's are welcome to send the calculator to continue the completion of steps 7 to 13 so the faculty can indicate their request for ODP pay. HRP's are also able to complete this step on behalf of the faculty per their conversation with him or her.
7. Select the number of days of ODP per eligible month using the drop down option
 - a. Faculty are not permitted to take more than the eligible days. Error messages will populate should the users attempt to override the field.
 - b. Faculty are not required (or able) to pay themselves for all eligible days
 - i. ODP is contingent upon the availability of funding
 8. Insert Business Purpose for ODP (Row 32-37)
 - a. i.e. "October – 2 days conducting research on project _____"; "March – 3 days editing manuscript for AEDE 7410"; "June – 15 days performing work for the Tanzania project".
 - i. It is important to note the month associated with each business purpose and separate the different months by semi colon to ensure timely college level review and approval.
 9. As days are selected for ODP – the ODP to Allocate field will populate
 - a. This is a protected field generated by the selected ODP days and cannot be edited
 - b. Selected days indicated in step 7 will need to be updated to change this amount
 10. Associated HRA# Field will auto highlight to yellow
 - a. For compliance and the prevention of overpayments, only one calculator per faculty is to be used and the associated HRA# field is required
 11. Insert Associated HRA
 - a. If an HRA has not been initiated at this time, see step 15.

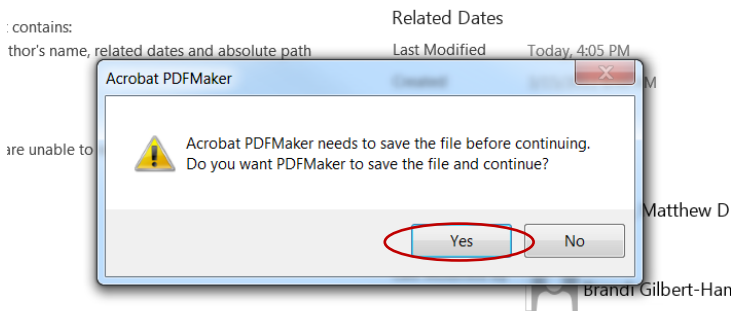


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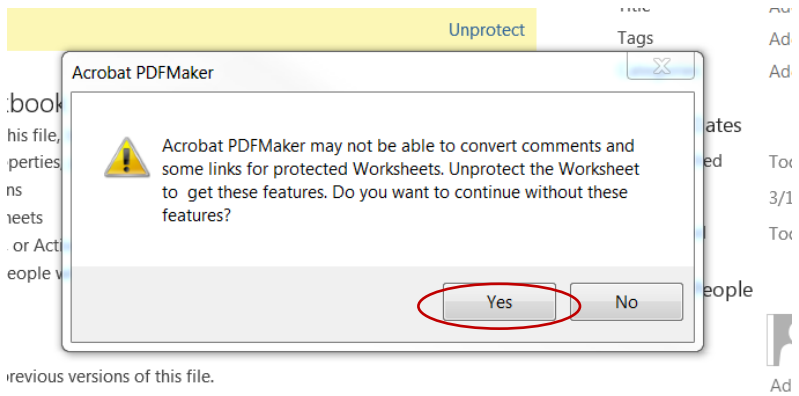
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19. Select Yes



20. Select Yes



21. Select ODP Tracking Folder established in step 2

