



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:	Enter Employee ID	<input type="button" value="Reset Form"/>
Name:	Enter Employee Name	
Department:	Enter Department Name	

Salary Rate Calculations:		Academic Year Eligible Days:		Summer Only Eligible Days:	
Annual Base Salary:	Enter Salary Amount	October (2)	Enter Days	May (12)	Enter Days
Max ODP (3/9):	-	November (1)	Enter Days	June (20)	Enter Days
Monthly Pay Rate:	-	December (10)	Enter Days	July (22)	Enter Days
Max Grant/Contract ODP:	-	January (3)	Enter Days	August (10)	Enter Days
Max University ODP:	-	March (5)	Enter Days		
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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Salary Rate Calculations:		Academic Year Eligible Days:		Summer Only Eligible Days:	
Annual Base Salary:	\$131,436	October (2)	2	May (12)	Enter Days
Max ODP (3/9):	\$43,812	November (1)	Enter Days	June (20)	15
Monthly Pay Rate:	\$14,604	December (10)	Enter Days	July (22)	Enter Days
Max Grant/Contract ODP:	\$36,510	January (3)	Enter Days	August (10)	Enter Days
Max University ODP:	\$29,208	March (5)	5		
Daily Rate	\$730.20				

Totals:		Total Academic ODP		Total Summer ODP	
Total ODP	16,064	Total Academic ODP	5,111	Total Summer ODP	10,953
University Funded ODP	16,064	Acad Univ ODP	5,111	Summer Univ ODP	10,953
OSP Funded ODP	0	Acad OSP ODP	0	Summer OSP ODP	0

Comments:

Off Duty Pay Entry:

	Oct	Nov	Dec	Jan	Mar	May	Jun	Jul	Aug	Total
ODP to Allocate	\$1,460	-	-	-	\$3,651	-	\$10,953	-	-	\$16,064
Associated HRA #:										

Enter Chartfield and ODP Amounts by Month:

12. Insert Chartfield (Rows 49-63) as applicable
 - a. This must match was is entered in the HRA fields
13. Allocate funding per Month of ODP
 - a. Return to the appropriate row that will be used to fund that month's ODP
 - b. Insert amount
 - i. Amount can be split over multiple chartfield but must not exceed the maximum amount available based on the amount as determined by the number of days selected in step 6
 - c. It is important *all* dollars are allocated to the appropriate chartfield line to ensure OSP and Univ funding splits are calculated correctly

Example with one funding source per month:

Off Duty Pay Entry:

	Oct	Nov	Dec	Jan	Mar	May	Jun	Jul	Aug	Total
ODP to Allocate	\$1,460	-	-	-	\$3,651	-	\$10,953	-	-	\$16,064
Associated HRA #:	123456	-	-	-	123456	-	123457	-	-	

Enter Chartfield and ODP Amounts by Month:

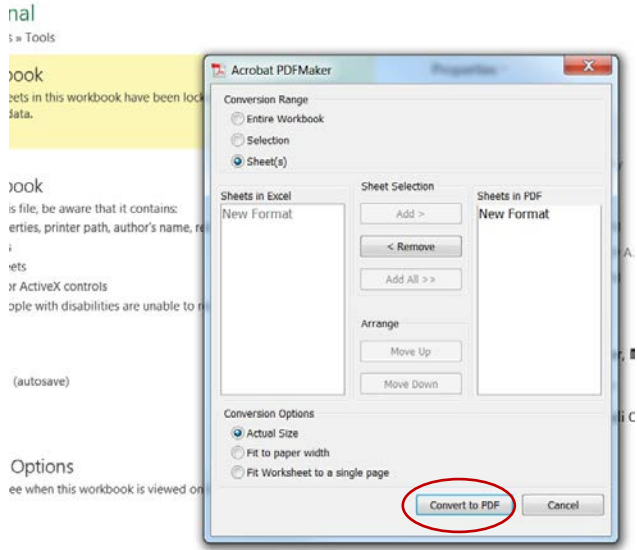
Org	Fund	Account	Project	Program	User Def	Academic Year					Summer Only				Total
						Oct	Nov	Dec	Jan	Mar	May	Jun	Jul	Aug	
11140	590000	60123	600125985	Program	User Def	1,460						10,953			12,413
56140	011000	60123	Project	Program	User Def				3,651						3,651
Org	Fund	60123	Project	Program	User Def										-
Org	Fund	60123	Project	Program	User Def										-
Org	Fund	60123	Project	Program	User Def										-
Org	Fund	60123	Project	Program	User Def										-
Org	Fund	60123	Project	Program	User Def										-
Org	Fund	60123	Project	Program	User Def										-
Org	Fund	60123	Project	Program	User Def										-
Org	Fund	60123	Project	Program	User Def										-
Org	Fund	60123	Project	Program	User Def										-
Org	Fund	60123	Project	Program	User Def										-
Org	Fund	60123	Project	Program	User Def										-
Org	Fund	60123	Project	Program	User Def										-
Total Off Duty Pay Allocations						1,460	-	-	-	3,651	-	10,953	-	-	16,064
Amount left to Allocate						0	-	-	-	-	-	-	-	-	-

Example with split funding per month:

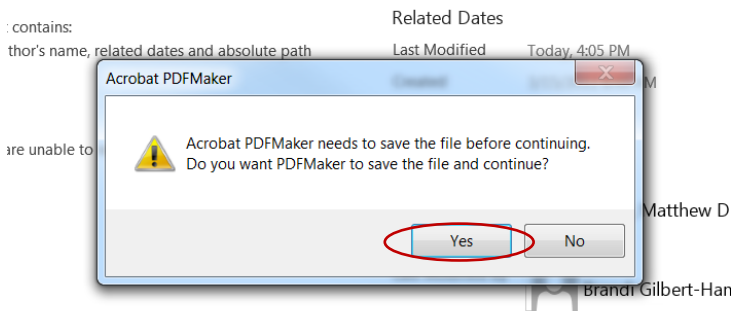


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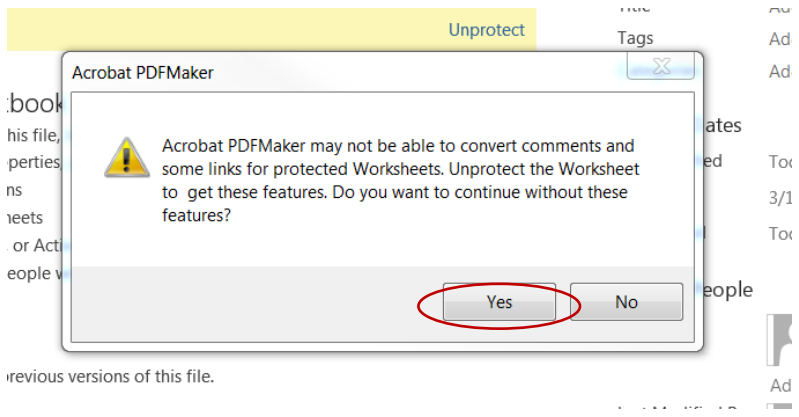
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19. Select Yes



20. Select Yes



21. Select ODP Tracking Folder established in step 2

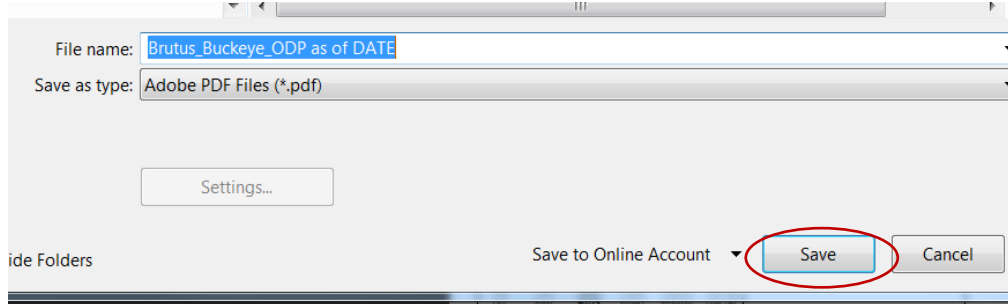


CFAES

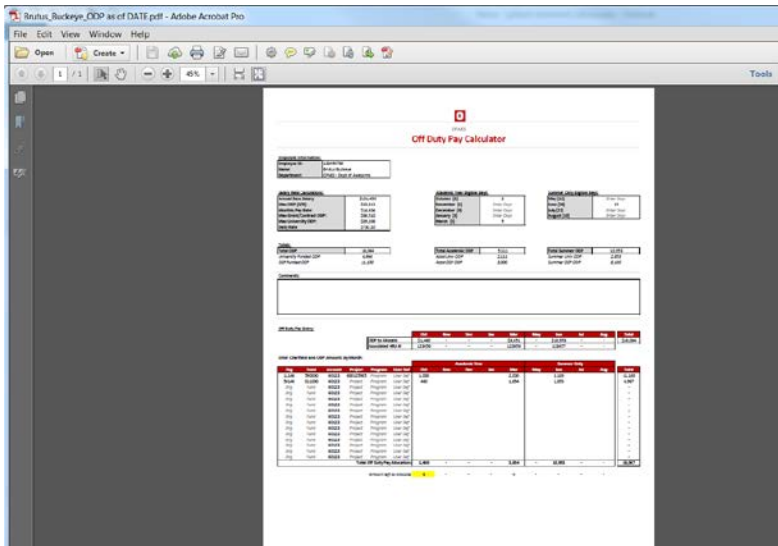
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- a. Create one sub-folder for each of your 9-month faculty
- b. PDFs should be saved in the respective faculty's folder
 - i. For example: Faculty Last Name_First Name_ODP as of {Date}

22. Save Document



23. The PDF will automatically open (if it doesn't, retrieve from established folder)



24. Attach PDF to applicable HRA

25. Ad-hoc Approvals Required prior to final approval

- a. Brandi Gilbert-Hammett – College Level Compensation and Classification Approval
- b. Terry Niblack – College Level Faculty Approval
- c. Department Chair
- d. Faculty requesting payment
- e. Applicable Fiscal Officer(s)