



Combination Nine/Eleven Month Academic Appointments



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Welcome to the Combination Nine/Eleven Month Academic Appointments module. In this module you will learn about the issues surrounding combination appointments and how ERS calculates effort in these cases.

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Generally, a faculty member is appointed with either an Academic Year (9 month) appointment or with a Fiscal Year (11 month) appointment. In some circumstances, faculty members may hold both types of appointments simultaneously.

ERS must provide special calculations for these combination appointments because of the differences in pay periods.

To understand the significance of the combination appointments we must first understand how Service Periods and Pay Periods differ for these two types of appointments.

Fiscal Year (Eleven Month Appointments) are fairly straightforward. The faculty member works in October, November, and December for the Fall Quarter and is paid for October, November, and December.

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An Academic Year or Nine-Month appointment is not as straightforward. The appointment requires the faculty member to work nine months but be paid over twelve months. That means that for each three month period worked (service period) four checks (pay period) are issued.

For example a Nine Month faculty member working the Fall Quarter will work from the last week of September until the middle of December (approximately three months), but will receive paychecks for July, August, September, and October for that work.

In the case of a combination appointment—let's say 50% Nine Month and 50% Eleven Month—the faculty member is working 50% time during October and November and parts of September and December and receiving four paychecks for their Nine Month appointment, and at the same time working 50% for October, November, and December and receiving three paychecks for the Eleven Month appointment.

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If ERS were to simply average the percents the result would be an overstatement of the Nine Month effort and an understatement of the Eleven Month effort.

To handle these situations, ERS has created a field called Weighted Percent. When ERS encounters a combination appointment the Nine Month payments are “weighted” so that their value is 75% of the percentage of time paid. In essence this converts four months worth of payment percents to the equivalent of three months payments percents. With this weighted percentage the Eleven Month payments and the Nine Month payments are now on an equal level and the standard ERS effort calculation can be used.

This Weighted Percent will not show on the Effort Report but can be seen by looking at the Payroll Drill down detail. (See the Effort Report module.)

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Within ERS Effort Reports are issued based on appointment types, with one reporting period for Academic Year Nine Month appointments and one reporting period for Fiscal Year Eleven Month appointments.

Since any employee can receive only one effort report for any reporting period, employees with combination appointments will receive one effort report with both types of appointments included.

ERS will issue Effort Reports for employees with combination appointments on the Fiscal Year Eleven Month schedule.

Academic Year Nine Month appointees may also receive an Effort Report for Off-Quarter Research.

Complete information on pay periods and reporting periods is contained in the ERS Reporting Periods module.

Conclusion

This concludes the Nine Month/Eleven Month Combination Appointments Module. In this module you learned how ERS calculates effort for employees who have combination appointments.

