

**LCTCS CENTRALIZED PEOPLESOFT PAYROLL
MEMORANDUM
#2007-42**

TO: All PeopleSoft Users

FROM: Lura A. Kamiya
LCTCS Human Resources Director

DATE: August 24, 2007

RE: 9 Month Faculty – Return from Summer

Job Data Record Upkeep – Action Reasons

Memo 2007-33 instructed you to place an Action Reason – Leave of Absence (Description – 9 month faculty summer leave) when your 9 month faculty left at the end of the last academic year.

You must now, upon their return for the new academic year, insert a row with an Action Reason – Return from Leave (Description – 9 Mth Fac. Return from Summer). The effective date should be the beginning day of the PeopleSoft contract.

Note: Those who are paid over 12 months did not require this action for the summer months and therefore do not require this action upon return from the summer months.

9 Month Faculty Leave Earnings

9 Month faculty are eligible for sick leave earnings only. As discussed in LCTCS Centralized PeopleSoft Payroll Memorandum 2007-33, a 9-month faculty member is eligible for sick leave earnings only for the time actually worked in a leave-earning faculty position. If the employee has chosen to be paid over 12 months, but only actually worked 9 months, the time not actually worked is not eligible for leave earnings.

You were instructed to terminate the sick leave plan during the summer months for those not actually working in sick leave earning positions during the summer.

With the return to work for the new academic year, you must now re-apply a sick leave plan to the 9 month faculty records. **The sick leave plan to apply is the Faculty Sick Leave plan – Plan Type 5X (LCSFS).**

All Faculty Earning Sick Leave Should Earn Sick Leave through Faculty Sick Leave Plan

Be careful to assure that all leave eligible faculty, whether paid over 9 months or 12 months, are attached to the faculty sick leave plan, not the regular sick leave. A verification of all faculty records is recommended at this point to assure those

faculties who are not eligible to earn leave are not/have not done so, and that all sick-leave eligible faculty have the faculty sick leave plan attached.

Applicable Pay periods for summer premiums 9ME benefit program

9 month faculty being paid over 9 months will have additional summer premiums deducted from 18 pays to pay for the 3 summer months of medical and group life insurance coverage when they will not receive pay checks.

Memorandum 2007-37 details the 18 pays from which summer premiums will be deducted. Payroll Forms 26 and 27 will assist you in calculating summer medical and life premiums. Remember summer premiums are handled as general deductions, so use the appropriate general deduction codes.

Other Reminders

- **Remember to update the benefit records for these 9 month faculty employees with elections made for the new plan year.**
- **Remember to verify that there have been no changes in the direct deposit set up.**
- **Remember to set up any flexible spending account records, and appropriate administrative fees, for faculty that elected these plans for the new year, and terminate those for faculty that elected not to continue flexible spending account deductions.**