



FEBRUARY 18, 2022
HR/Payroll Forum
Summer Session Appointments



WHAT IS THE SUMMER SESSION APPOINTMENT PROCESS?

Employees (mostly 9-month Faculty) hired on an Academic Wage appointment basis to work during the summer months.



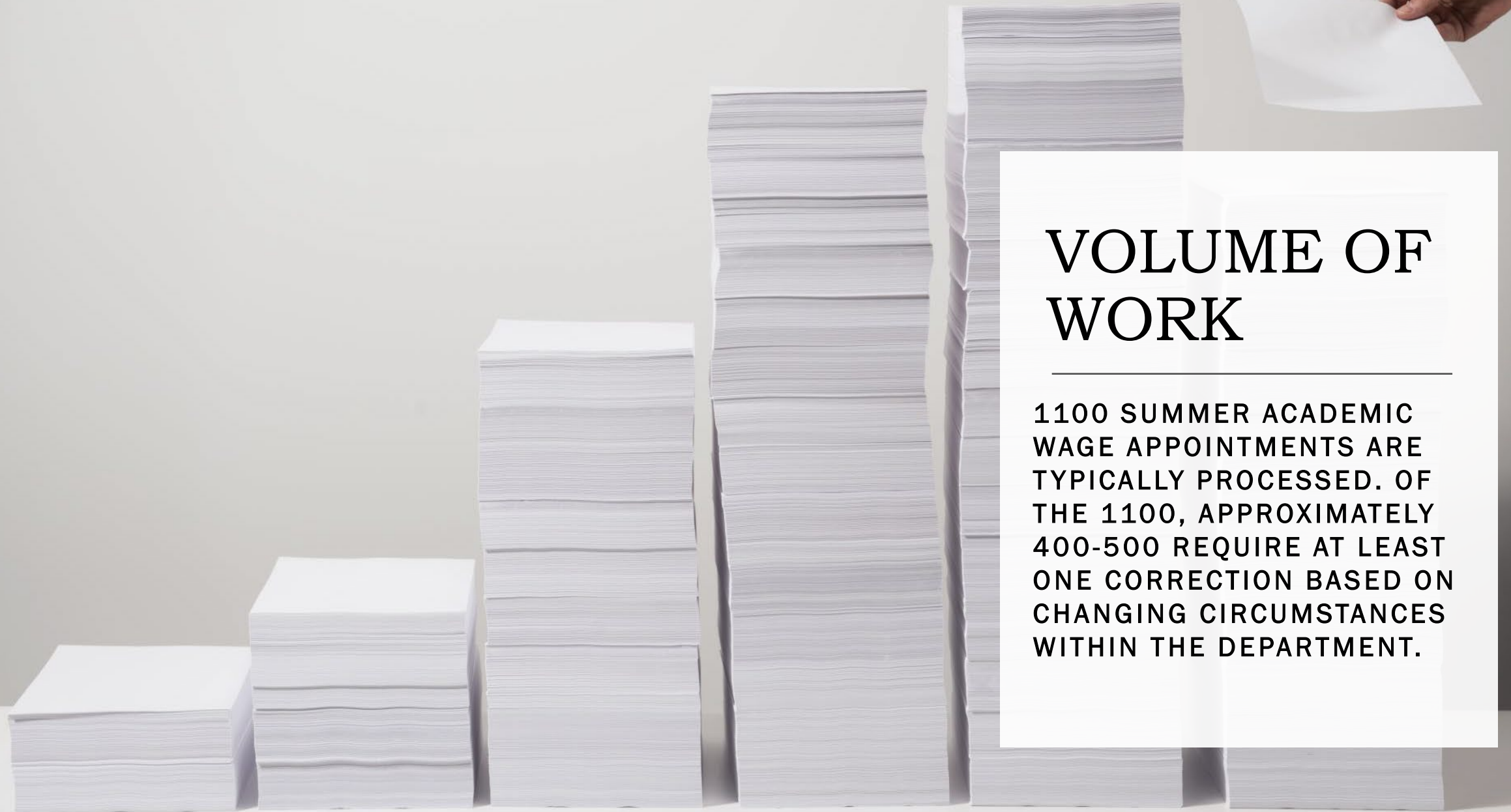
These positions are processed by the HR Support Services Team through a specific process.

WHAT IF AN EMPLOYEE IS COMPLETELY NEW TO OSU?

Employees who are new to OSU and will have a summer appointment need to go through the Spring Instructor Pool Process in their departments.

If you have questions about Pool Hires, please e-mail the Recruitment Team at hovlandsc.recruitment@oregonstate.edu.





VOLUME OF WORK

1100 SUMMER ACADEMIC WAGE APPOINTMENTS ARE TYPICALLY PROCESSED. OF THE 1100, APPROXIMATELY 400-500 REQUIRE AT LEAST ONE CORRECTION BASED ON CHANGING CIRCUMSTANCES WITHIN THE DEPARTMENT.



SUMMER SESSION CHALLENGES

IT IS COMPLICATED.....





2022 ONE UNIFIED PROCESS

DESIGNED TO PROVIDE A PLANFUL, EFFICIENT
AND STRUCTURED EXPERIENCE.

2022 SUMMMER SESSION GOALS

Existing Faculty/Fixed Term Instructors appointed to summer session are paid timely and correctly for each summer session appointment.

New employees hired to teach summer session are hired, processed, start work equipped to teach, and are paid timely and accurately for each summer session appointment.

All stakeholders to this process: Hiring unit, new employee, HR, Payroll, UIT, etc., understand and complete their role/required steps in the process in a timely and accurate manner.

PROCESS IMPROVEMENTS

To support all stakeholders in delivering accurate, timely-processed appointments:

- One standard method of collecting appointment data/requests with a spreadsheet template
- Utilizing the UHR ticketing portal to submit your original spreadsheet and any follow up requests with the same ticket
- Clear method of communicating and tracking corrections and adjustments
- Clear deadlines
- Managing to the Payroll cycles
- Manual checks as an exception



RESOURCES



Spreadsheet



Website



Timeline



FAQs



Help
Sessions

KEY INFORMATION FOR DEPARTMENTS

Provide the summer session data on the required spreadsheet template we have designed. This is crucial for the process to work.

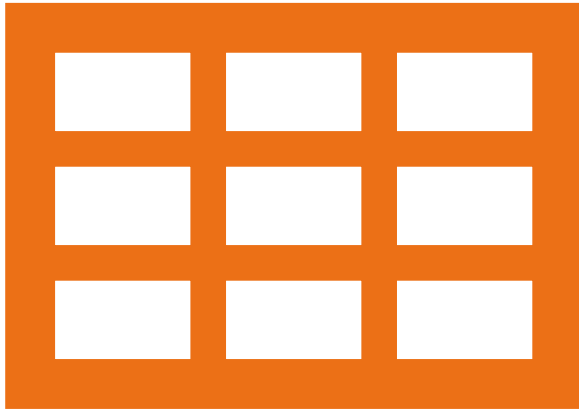
Departments can start sending spreadsheets to HRSupportServices@oregonstate.edu on May 1, 2022. Please wait to send it until it is as complete as possible.

The last day that departments can submit spreadsheets is May 15, 2022 for processing by the June 14, 2022 payroll deadline.

Appointment dates beginning in July, August or September will be processed by the 10th of that month.

If there are new appointments or changes send the same spreadsheet with a new tab on the spreadsheet that is labeled **corrections with the new re-submission date. Example: Corrections 4-30-22. Submit corrections with original ticket.**

If departments send information after the May deadline there will be other processing deadlines and different payroll outcomes for the employees listed. **Manual checks are mailed and can delay the employee's receipt of their paycheck.**



PREVIEW THE SPREADSHEET

One Unified Document

- Format
- Corrections Tab with date

When we release the spreadsheet March 1, 2022 we will have more information about the department's visibility into the progress on processing their appointments as the HR Support Services team works through their spreadsheet.

WEBSITE



Spreadsheet

Timeline

Help Session Information

FAQs

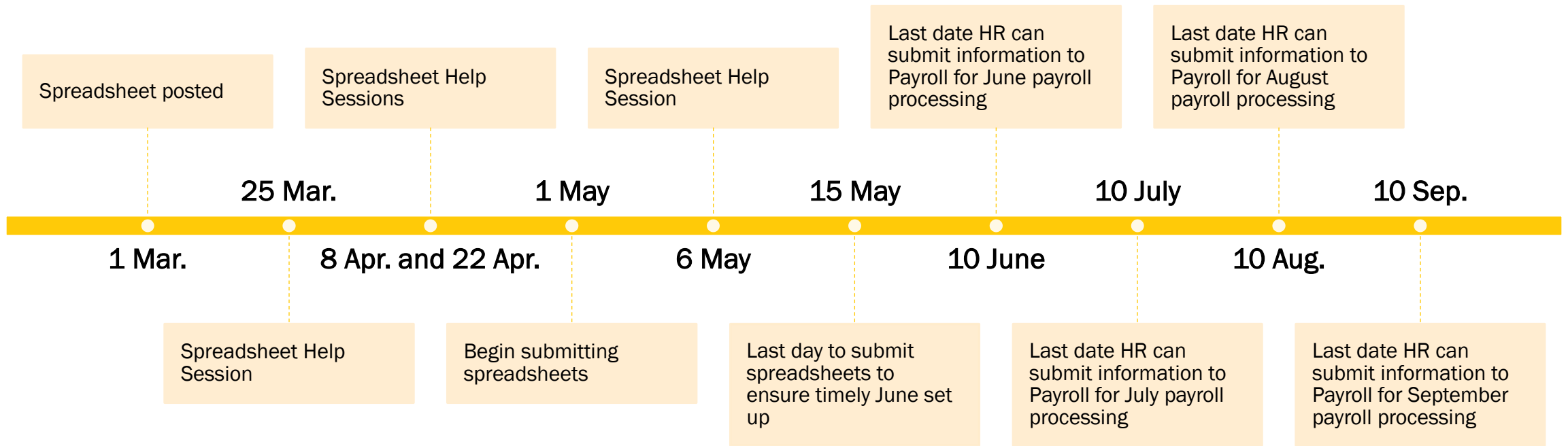
Recorded Forum Presentation

<https://hr.oregonstate.edu/employees/administrators-supervisors/summer-session-appointment-process-2022>

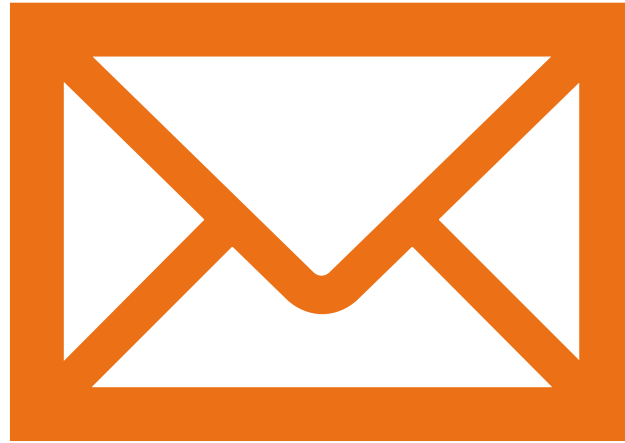
HELP SESSIONS



Help sessions appointments are available from 3 pm to 5 pm. Please e-mail HRSupportServices@oregonstate.edu to set up an appointment time for in person assistance at University Plaza, Suite 150 or to request a zoom meeting. University Plaza has free parking.



SUMMER SESSION TIMELINE



LETTERS

Appointment letters will be processed and issued along with requests for appointments.

NEXT STEPS



UHR will send out an e-mail to the Listserv March 1, 2022 with the spreadsheet template, additional information and instructions.



Departments can begin working on their spreadsheets now (if needed) and transfer the information to the template.



Consider attending a help session.



Contact HRSupportServices@oregonstate.edu with questions.



Visit the [website](#) to access helpful resources.