

ATTACHMENT I

**HUMAN RESOURCES INFORMATION SERVICES
General Information for Processing Fall 2013 Part-time Personnel Actions**

Fully Approved PAFs Due Dates		
DUE TO PROVOST	DUE TO HR	CORRECTIONS DUE TO HR
8/21/13	8/28/13	9/5/13

Note that these deadlines pertain to the first part-time faculty pay to be distributed on 9/30/13. PAFs that are not received in time for this pay will be paid on the next available pay of that type (ex: PAFs missing the above noted deadlines will NOT be paid on 9/30/13).

Fall 2013 Effective Dates (HR/Payroll dates to be used for the TERM CODE specified on the PAF)		
TERM	TERM CODE to be used on the PAF	Dates Used by HRIS
Fall 2013	F2013	8/26/13-12/15/13

The complete Payroll Calendar is available at: <http://www.uakron.edu/controller/payroll.dot>

Part-time Faculty Rates	
PART-TIME LECTURER CATEGORY	MINIMUM RATE PER LOAD HOUR
Assistant Lecturer	\$600
Associate Lecturer	\$700
Senior Lecturer	\$800

Rule O.A.C.3359-20-06.1 eliminates the upper salary limit for each of the part-time faculty ranks to eliminate the need to change the upper limits annually, thus allowing salaries to fluctuate upward within a category within a discipline to address market realities.

Load Limits	
CATEGORY	LOAD LIMITS
Assistant, Associate and Senior Lecturer	a maximum of 8/semester