



The University of Akron
Human Resources Information Services
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INTEROFFICE CORRESPONDENCE

DATE: August 01, 2013
TO: Vice Presidents, Deans and Department Heads
FROM: Laura Moss, Assistant Director of Human Resources Information Services
SUBJECT: **Part-time Fall 2013 Personnel Action Form Processing**

The following attachments are being provided to assist units in processing Fall 2013 *Part-time Teaching/Summer Session Personnel Action Forms* (PAF). This memo, along with the attachments, is also available on the web at <http://www.uakron.edu/hr/employee-processes/hire-an-employee/hiring-forms/index.dot>

- Attachment I: *General Information for Processing Fall 2013 Part-time Teaching Personnel Actions* which includes PAF deadlines; term effective dates to be used by HR and Payroll; part-time faculty categories and ranges; and term load limits.
- Attachment II: Procedure for processing "odd date" assignments.
- Attachment III: Notification of Other University Assignments.
- Attachment IV: Reasonable Assurance Memo.

NEW THIS TERM:

1. In order to comply with requirements for the Affordable Care Act (ACA), part-time faculty will begin reporting actual hours worked to their supervisors on November 1, 2013. Additional information on this reporting will be communicated at a later date. Changes to the *PT Teaching/Summer Sessions Personnel Action Form* include requiring the PT Faculty member to sign the form acknowledging the following statement:

Part-time faculty members are expected to work no more than twenty-nine (29) hours per week in combination of all assignments at The University of Akron. Two (2) hours of preparation /grading time for each load hour assigned above can be credited toward the 29 hours per week limit. Weekly hours in excess of 29 must be pre-approved by the department chair or immediate supervisor. Actual hours worked per week must be reported to the department chair or immediate supervisor on a regular basis.

2. Part-time faculty load limits should not exceed eight (8).
 3. Full-time, non-exempt (hourly) staff cannot be hired to teach part time in the future. Current full time non exempt staff, who teach part time in your department will be allowed to continue under a modified payment process: please contact Cathy Edwards on X6582 for details.
- **First Time Hires:** All newly hired part-time faculty must submit a Part-time Faculty Application Acceptance Agreement (PTFAAA), along with the employees resume and transcripts. (If a University of Akron graduate, HR can verify, transcripts are not required.) This form must be on file in HR prior to the start of the term. For additional information regarding the PTFAAA process, refer to the New Hire Process Manual, Section IV. <http://www.uakron.edu/hr/ptfaaa.dot> . Once input into the HR system, this new form will allow the newly hired faculty member to access University provided services such as a class roster, parking pass, email, etc., in a timely fashion. If you have questions regarding this process, please contact Laura Moss at lkm1@uakron.edu or X8307.

When extending an offer of employment for new hires, please inform the candidate that the offer is contingent, upon the completion of a successful criminal background check. Direct employees to Martha Reynolds (X7089) to begin the background check process. Refer to rule 3359-11-22 for further details.

- **Form Access (where to get the PAF):** The *Part-time Teaching/Summer Session Personnel Action Form* and instructions for completion are available on the web at <http://www.uakron.edu/hr/employee-processes/hire-an-employee/hiring-forms/index.dot>.
- **Form Completion:** Forms must be completed in accordance with the *Instructions – Part-time Teaching/Summer Sessions* located at <http://www.uakron.edu/hr/employee-processes/hire-an-employee/hiring-forms/index.dot> and Attachment II.
 1. A personnel action form should be processed for each “type” of activity. Example: All “research” activity for an individual should be on one PAF, “teaching” activity on separate PAF, “other” activity on another, “administrative” activity on another, etc.
 2. Pay special attention to the “Tax Location” field. This should be the city in which the teaching is being done.
 3. Incomplete forms will be returned to the initiating unit, which may cause delays in payment.
- **Form Type/Rationale (which PAF to use):**
 - 1) Part-time Faculty Actions must be processed on a *Part-time Teaching/Summer Sessions Personnel Action Form*.
 - 2) Payments to full-time faculty, contract professionals and exempt staff for teaching activity, which is in **addition to their full-time salary**, should also be processed on a *Part-time Teaching/Summer Sessions Personnel Action Form*. Rationale that details how the additional assignment will not interfere with the employee’s regular full-time assignment must be attached or noted in the remarks area of the PAF. Note that department chair or dean approval, from the FT employee’s home department, is also required. In addition, Provost approval is required.
- **Home Department:** For PT faculty, the home department on the PAF should reflect where the teaching is actually being done. This is necessary to properly report academic activity to the Ohio Board of Regents.
- **Load limits:** Colleges are required to coordinate load limits for all employees, a maximum of eight (8) load hours per semester.
- **Odd Date Assignments:** Payment for activity that does not span the normal Fall Semester dates must be processed in accordance with Attachment II.
- **Orientation Packets:** The *Part-time Faculty Orientation Packet* is available on the web at <http://www.uakron.edu/dotAsset/b0f24a9c-ac35-49b1-be07-313304060728.pdf>
 1. Distribution of the *Part-time Faculty Orientation Packet*, to all NEW part-time faculty members, is the responsibility of the hiring department.
 2. **Important forms included in the orientation packet:**
 - **Form I-9:** The U.S. Citizenship and Immigration Services department has made changes to the Form I-9. Departments must submit the Form I-9 to Human Resources with the hiring PAF; it must be completed by the department and employee within 3 days of hire. Failure to have the Form I-9 on file will bring penalties to both the University and the employee. Refer to <http://www.uakron.edu/dotAsset/813529.pptx> regarding I-9 online training.
 - **Form SSA-1945:** All new hires must complete this Statement Concerning Your Employment in a Job Not Covered by Social Security prior to beginning work.
 - **Fraud Form:** All new hires must complete the Acknowledgement of Receipt of Auditor of State Fraud Reporting-System Information prior to beginning work.
- **Questions** regarding Fall 2013 Part-time Faculty PAF processing may be directed to Human Resources as follows: