KCEID Business Service Center
Faculty Summer Contracts
Summer Contract Reminders

- Faculty that have additional summer support through service or research activities will need to submit their summer contract request to the BSC via ServiceNow.

- If teaching, please include that with your request.
  - If the course you are teaching does not have the required attendance, please let us know as soon as possible as we will need to modify your teaching contract.

- Summer contracts need to be submitted to the BSC via ServiceNow no later than April 15th.

- Summer contracts should not exceed more than 1/3 of your 9 month salary.
  - Example of max calculation
    - 9 month salary = $90,000.00/9 = $10,000.00
    - 1/3 max summer salary = $10,000 x 3 = $30,000.00
    - $30,000.00 must not be exceeded for total summer contract submitted
Faculty Summer Contract Form

- [https://utsa.service-now.com/bsc](https://utsa.service-now.com/bsc)
- Requested for will auto-default to your information
- Please enter your current 9 month salary
- Select if Research, Teaching or Both
Faculty Summer Contract Form

- BSC Teaching
  - EGE071 funding source
  - Add course #
- BSC Research
  - Please ensure your project is set up and funded and/or ended
  - Add dates of research funding and amount/percent
  - Continue to add additional dates/funding for research by clicking add after each entry
Summer Incentive Pay

• The summer incentive pay will be processed as an additional pay after census day. It must meet the below requirements
  • UG courses (1000-4000 level) = minimum enrollment of 14
  • Graduate Courses (5000 – 7000 level) = minimum enrollment of 7
• Most likely the incentive payment will be added to their July 1\textsuperscript{st} paycheck however we will provide confirmation as those requests get approved.
BSC Processing

• Once request is received, a BSC specialist will review to ensure amounts and funding sources are accurate.

• We will complete a Summer Assignment Master Spreadsheet (SAMS) with the information provided.

• Once complete, we will forward a snapshot of how your contract will be submitted for your final approval.

• Once confirmed, eform will be submitted and routed for approvals.
eForm Deadline Reminders

• Please submit all requests in a timely manner to ensure we meet the Payroll deadline dates so you are paid correctly and on time.

• Payroll deadline is the 15\textsuperscript{th} of every month.
  • Example: If your contract is set to begin on June 1, your request should be submitted to us no later than May 15\textsuperscript{th}.
Questions?