UTSA®

The University of Texas at San Antonio™

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

- 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

Faculty Summer Contract Request Form

This form is used for faculty to submit their summer contract requests.
If you need to make changes to your request please submit a new summer contract request form.
Reminder: Summer Contracts can't exceed 1/3 of your 9 month salary, this includes all activities(Instruction, Service and Research).

* Indicates required

* Requested For (First, Last Name)
Marivel Guerrero

Employee ID
6001278285

Department
CEID BUSINESS SERVICE CENTER

* Business Service Center
KCEID

* Salary (9 month)

* Is this Instructional or Research
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

BSC Summer Contract Instructional

[Add] [Remove All]

Actions	Course Number	Course Rate or Allocation	Funding Source	Start Date	End Date
		No data to display			

BSC Summer Contract Research

[Add] [Remove All]

Actions	Funding Source	Allocation or Percent Effort	Start Date	End Date
		No data to display		

Notes to BSC

Attachments

Drop files here
or
Add attachments

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 1st 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 15th 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 15th.

Questions?

utsa.edu