

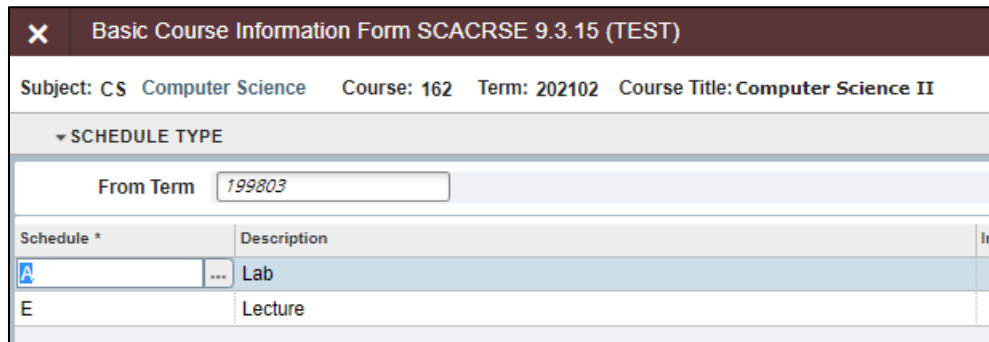
Coffee Talk with HRIS Summary: Thurs, May 20, 2021

Calculating Sub Pay

Presentation

Introduction

- Each class at PCC has a Schedule Type (i.e. 'Lecture', 'Lab', Lecture/Lab mix called 'Range') and therefore, a Salary Grade assigned to that Schedule Type. Salary Grades can be viewed in the [PT Faculty 2020-2021 Salary Schedule](#). Instructors are paid the pay rate for their class's Salary Grade based on their Step.
- Some classes have more than one Schedule Type (i.e. both 'Lecture' and 'Range'). The NWRINAS report will automatically calculate an instructor's pay rate based on their Step, the Salary Grade for each Schedule Type in the class and how many Pay Hours are assigned to each Schedule Type in the class (see image below to see an example of a class with more than one Schedule Type).



Basic Course Information Form SCACRSE 9.3.15 (TEST)

Subject: CS Computer Science Course: 162 Term: 202102 Course Title: Computer Science II

▼ SCHEDULE TYPE

From Term

Schedule *	Description	Ins
A	Lab	
E	Lecture	

- But what if the instructor misses a class and a substitute instructor takes their place? Since instructors' pay rates are case-by-case, how can you calculate what the pay rate should be for an instructor substituting a class with more than one Schedule Type?
- Sub Pay Rates that require calculation can be calculated using the "CALC Rate Calculator for FY 20XX" tool, located on the [HRIS Website under Forms](#).
- The [EPAF Process Guide](#) located on the [HRIS Website](#) addresses how to determine Sub Pay Rates for classes where calculation is NOT needed ([How to Determine Sub Pay Rates and other Sub EPAF FAQs](#)) on page 47.

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Gathering Information to Determine Sub Pay Rate

*The following information applies to scenarios where an instructor substitutes an entire class, not simply one portion (i.e. both the Lecture and Lab, not just the Lab). If an instructor only substitutes the Lecture portion say, they would simply be paid at the Lecture Salary Grade pay rate per their Step. No calculation is needed.

- You will need to have the following information:

- The instructor's Step
- The Schedule Types of the class
- The Pay Hours of each Schedule Type

- To determine the instructor's Step:

- In Banner, visit **PWAPLVL** and enter the instructor's G Number.
- The **Hrs Step** is the instructor's Step.

Effective Date	Hrs Bal *	Hrs Stp	Yrs Stp	Activity Date
21-Sep-2020	518.67	2	1	28-Sep-2020
20-Sep-2020	518.67	3	1	23-Sep-2020
22-Sep-2019	196.00	1	1	19-Sep-2019
23-Sep-2018	70.00	1	1	21-Sep-2018

- To determine the Schedule Types of the class:

- In Banner, visit **SCACRSE** and enter the Subject Code, Course Number and Term Code.
- Next Block until you get to the class's Schedule Type

Schedule *	Description	Instructional Method	Description	Workload	Enrollment Overload	Adjusted Workload
L	Lab				1,380	
E	Lecture				2,040	

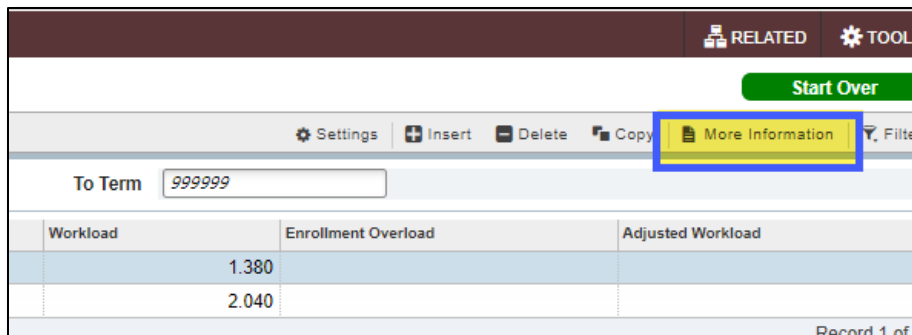
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- Use the chart below to determine the Salary Grade of each Schedule Type:

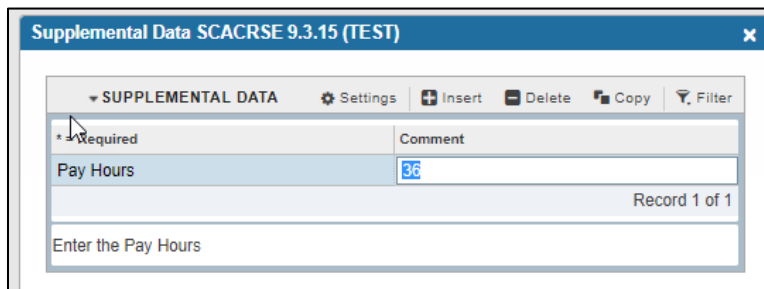
If the Schedule Type:	And the Description is:	Then the GRADE would be:
is A	Lab A	LAB
is B	Lab B	RANGE
is E	Lecture	LEC
is 9	Non-Credit	COMED
is L	Lecture/Lab (standard 25% Lecture / 75% Lab)	RANGE
is N	Clinical (for Directly Supervised)	RANGE
is R	Recitation	LEC
has more than one: i.e. both A and E	Multiple i.e. both (Lab) and (Lecture)	CALC

3. To determine the Pay Hours of each Schedule Type:

- In the Schedule Type page of **SCACRSE**, select the Schedule Type and click on 'More Information'.



- The Pay Hours for the selected Schedule Type will appear in a pop up:



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Calculating Sub Pay Rate Using the CALC Rate Calculator Tool

1. Open the CALC Rate Calculator Tool, found on the [HRIS website](#) under Forms.
2. Enter the instructor's step in the Step field. This will automatically adjust the pay rates for each Salary Grade in the spreadsheet.

Lookup Employee Step in PWAPLVL, note it

Step:	2	
LAB	\$50.97	LAB includes: LAB
LEC	\$68.87	LEC includes: LEC, ESL, ABE, GED
RANGE	\$55.44	RANGE includes: LAB or LAB B

Enter Grade from SCACRSE (based on schedule code)
 Enter Pay Hours for the Schedule Code from SCACRSE
 Repeat with each Schedule Code (should be at least 2 rows for a calculated rate)
 Verify the sum of pay hours is correct
 Verify the employee step is correct
 Final Rate is your calculated rate

Example is for a 60 hour class, employee at step 5, in the 2021 salary table, LEC and LEC/LAB grades

Grade	Step Amt	Pay Hours	Total Pay Hrs	Percent	Calc Rate
LEC	\$68.87	24	60	0.4	\$27.55
LAB	\$50.97	36	60	0.6	\$30.58
	\$0.00	0	60	0	\$0.00
	\$0.00	0	60	0	\$0.00
	\$0.00	0	60	0	\$0.00
		60 Total Pay Hrs	100.00%		\$58.13 Final Rate

3. Under Grade, use the dropdown lists to enter the Schedule Types of the Class:

Example is for a 60 hour class, employee at step 5, in the 2021 salary table, LEC and LEC/LAB grades

Grade	Step	Amt	Pay Hours	Total Pay Hrs	Percent	Calc Rate
LEC		\$68.87	24	60	0.4	\$27.55
LAB		\$50.97	36	60	0.6	\$30.58
LEC		\$0.00	0	60	0	\$0.00
RANGE		\$0.00	0	60	0	\$0.00
		\$0.00	0	60	0	\$0.00
			60 Total Pay Hrs	100.00%		\$58.13 Final Rate

4. For each Schedule Type, enter the Pay Hours in the Pay Hours column. The Pay Rate will automatically calculate (\$59.92 in the example below).

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Grade	Step Amt	Pay Hours	Total Pay Hrs	Percent	Calc Rate
LAB	\$50.97	36	72	0.5	\$25.49
LEC	\$68.87	36	72	0.5	\$34.44
	\$0.00	0	72	0	\$0.00
	\$0.00	0	72	0	\$0.00
	\$0.00	0	72	0	\$0.00
			72 Total Pay Hrs	100.00%	\$59.92 Final Rate

Here's an example for a class with three different Schedule Types:

Basic Course Information Form SCACRSE 9.3.15 (TEST)

Subject: MTH Math Course: 251 Term: 202102 Course Title: Calculus I

▼ SCHEDULE TYPE

From Term: 201704

Schedule *	Description
A	Lab
B	Lab
E	Lecture

- The Pay Hours for Schedule Type A (Lab) is 18.

Supplemental Data SCACRSE 9.3.15 (TEST)

▼ SUPPLEMENTAL DATA Settings Insert Delete Copy Filter

* = Required	Comment
Pay Hours	18

Record 1 of 1

Enter the Pay Hours

- The Pay Hours for Schedule Type B (RANGE) is 18.

Supplemental Data SCACRSE 9.3.15 (TEST)

▼ SUPPLEMENTAL DATA Settings Insert Delete Copy Filter

* = Required	Comment
Pay Hours	18

Record 1 of 1

Enter the Pay Hours

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- The Pay Hours for Schedule Type E (LEC) is 36.

Supplemental Data SCACRSE 9.3.15 (TEST)

Supplemental Data Settings Insert Delete Copy Filter

* Required	Comment
Pay Hours	36

Record 1 of 1

Enter the Pay Hours

Let's say the instructor is at Step 110.

PAY LEVEL HISTORY PWAPLVL 9.0 [P11] (TEST)

ID: G02710229 Twinkie The Destroyer

Effective Date: 27-Dec-2020 Hrs Bal*: 3,609.50 Hrs Stp: 110 Hrs Stp: 4 Activity Date: 17-Dec-2020

Comment: Maintain Academic Year 2020 rate for Academic Year 2021

If we enter the Step at 110, the three Salary Grades and their Pay Hours, we get a Pay Rate of \$77.50:

Lookup Employee Step in PWAPLVL. note it

Step:	110	
LAB	\$64.71	LAB includes: LAB
LEC	\$87.45	LEC includes: LEC, ESL, ABE, GED
RANGE	\$70.40	RANGE includes: LAB or LAB B

Enter Grade from SCACRSE (based on schedule code)
 Enter Pay Hours for the Schedule Code from SCACRSE
 Repeat with each Schedule Code (should be at least 2 rows for a calculated rate)

0 Verify the sum of pay hours is correct
 1 Verify the employee step is correct
 2 Final Rate is your calculated rate

4 Example is for a 60 hour class, employee at step 5, in the 2021 salary table, LEC and LEC/LAB grades

Grade	Step Amt	Pay Hours	Total Pay Hrs	Percent	Calc Rate
LAB	\$64.71	18	72	0.25	\$16.18
RANGE	\$70.40	18	72	0.25	\$17.60
LEC	\$87.45	36	72	0.5	\$43.73
	\$0.00	0	72	0	\$0.00
	\$0.00	0	72	0	\$0.00
		72 Total Pay Hrs	100.00%	\$77.50	Final Rate

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Q & A Session

The following questions are grouped into categories based on what the questions relate to.

Looking Up Information

Q: How do you know when the Salary Grade is RANGE?

A: Use the following table (available in the EPAF Process Guide on page 48):

If the Schedule Type:	And the Description is:	Then the GRADE would be:
is A	Lab A	LAB
is B	Lab B	RANGE
is E	Lecture	LEC
is 9	Non-Credit	COMED
is L	Lecture/Lab (standard 25% Lecture / 75% Lab)	RANGE
is N	Clinical (for Directly Supervised)	RANGE
is R	Recitation	LEC
has more than one: i.e. both A and E	Multiple i.e. both (Lab) and (Lecture)	CALC

Q: Where can I find the sub instructor's Step?

A: Look up the instructor's G Number in **PWAPLVL**.

Q: Which Step is the correct Step, the Hrs Step or Years Step?

A: The Hrs Step in the top row is the current, correct Step. This always changes in the Fall term. APPRN, Counselor, Librarian or Tutoring positions use the Years Step.

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Q: How do you pay a substitute instructor who's taking over a class for the remaining pay periods of the class?

A: If an instructor is taking over a class, don't pay them using the Sub Pay EPAF. You'll need to calculate their percentage of responsibility for the class, enter it into **SSASECT** and run and submit a NWRINAS report for them.

Questions about the Future

Q: Is there a chance HRIS will work with the Application Services team to create an automated process for calculating sub pay rates so staff don't have to?

A: The NWRINAS report is an automated process for calculating the regular instructor's pay. Since calculating substitute pay is a case-by-case scenario, HR isn't sure what IT's bandwidth will be to create an automated process. The CALC Rate Calculator Tool is an accurate calculator that's been created to help staff complete their Sub Pay EPAFs in the meantime. If an opportunity presents itself to work with IT, HR will be happy to take it.

Q: Will HR create a training video on how to calculate Sub Pay rates?

A: HR is happy to take suggestions from PCC staff and will take this into consideration.

Q: Concerning the upcoming reorganization, has HR been involved?

A: Yes, HR has been involved in terms of assessing current positions and creating new positions (some new manager positions have been published). HR is working closely with leadership teams, student affairs and academic affairs on how reporting structures will change, and how that will be implemented in Banner. You may encounter some Reporting Issues. As far as budgets go, because transition is crossing bienniums, you won't see new Organizations being created until the biennium following the 21-23 biennium. Finance has been heavily involved. There will likely be systematic snags, so work with HR if you find issues or areas needing changes. Some timesheet routing that appears incorrect now will be fixed by next month.

Announcements

- Please welcome HR's new OA II, Andrew Brown! He receives HRIS-group@pcc.edu emails and you may be hearing from him if he has questions for you about submitted paperwork.
- The new 21-22 Full-Time Faculty Work Schedule is now available on the [HRIS Website](#) under the Forms tile. All full-time faculty at PCC will need to work with their Division Dean or Department Chair to get these completed and turned in to HRIS. Last year, HRIS saw a low count of submitted Full-Time Faculty Work Schedules. If your department has Full-Time



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Faculty that have not completed their Work Schedules for the 20-21 year, they will need to get those turned in ASAP.

- The Fiscal Year is coming to an end (June 12). If your department has any position/budget changes coming up for the next Fiscal year, please forward these to HRIS as soon as you can.
- There is a new fillable version of the JAF-M as a pdf. You can locate it on the HRIS Website under Forms, the Compensation website or the Intranet Forms page.