

Daily Rate Faculty: One-Term and Two-Term

Table of Contents

One-Term Daily Rate Faculty	1
Before Schedule Entry.....	1
During Schedule Entry.....	2
After Schedule Entry.....	3
Two-Term Daily Rate Faculty	5
Before Schedule Entry.....	5
During Schedule Entry.....	7
After Schedule Entry.....	7
Additional Resources	8

One-Term Daily Rate Faculty

Note: One-Term Daily Rate positions do **not** require a posting for recruitment under the provisions of 3.64 in the Faculty and Academic Professional Agreement.

Before Schedule Entry

Step	Who	Action
Step 1:	Program Dean	sends email to HR's Compensation team (HRComp-group@pcc.edu) asking for a salary placement for the candidate to determine which Step they will be paid on in the Full-Time Faculty Salary Schedule
Step 2:	Department	<p>ensures department has a One-Term Daily Rate Position Number.</p> <ol style="list-style-type: none"> Check NBIPORG for complete list of position numbers belonging to Org Code. Position must have an Active status. If no Position Number exists for One-Term Daily Rate Temporary position, or if Position Number status is not Active, submit a Position Request / Change form (PR/C) to HR's Compensation team at HRComp-group@pcc.edu. Please wait at least 24 hours for Compensation team to create the new position number.

Step	Who	Action
Step 3:	Program Dean and Candidate	create an Annual Faculty Work Schedule . Use the Calendar of Instruction as a resource.
Step 4:	Program Dean	tells candidate what their pay will be for the term. <ul style="list-style-type: none"> a. Total payment for the term will be the daily rate according to the employee's Step in the Full-Time Faculty Salary Schedule multiplied by the number of days they work (teaching days + holidays + non-instructional contract days) as per the Annual Faculty Work Schedule. b. Example: Candidate is placed at Step 1. Daily Rate for 2021 Academic Year is \$318.59. Instructional Days amount to 54. Holidays amount to two (2). Non-Instructional Contract Days amount to zero (0). 54 + 2 + 0 = 56 paid days. \$318.59 X 56 paid days = \$17,841.04 c. Their paychecks won't necessarily be the same every pay period.
Step 5:	Program Dean	explains to candidate the scope of being a Full-Time Faculty member in regards to meetings and professional duties.

During Schedule Entry

Step	Who	Action
Step 6:	Department	ensures the candidate's one-term daily rate classes in SIAASGN have Contract Type 'FA'.

Faculty Assignment SIAASGN 9.3.19 (TEST)

ID: G01453727 Le, Tuyen R. Term: 202102

~ FACULTY ASSIGNMENT

CRN 24383

Session 01

Subject BC7

Course 130

Section 0

Session Credit 3.000

Institutional Credit 3.000

Percentage of Session 100

Primary Instructor

Workload Override Conflicts 2.040

Override Workload

Calculated Workload 2.040

Assignment Type

Percent* 100

Responsibility

Weekly Contact 3

Total Contact 33

Generated Credits 80.000

FTE 0.2

Contract Type FA

Compensation Applied

Position Number

Position Number

Suffix

Additional Instructors

1 of 3 | 1 | Print Page

After Schedule Entry

Step	Who	Action
Step 7:	Department	<p>submits a JAF-M to HR Recruitment team (pccjobs@pcc.edu) in order to authorize the new job record for the candidate.</p> <ul style="list-style-type: none"> The Start Date should be the first day of the bi-weekly pay period in which the first day of the term falls. Use the applicable term's Academic Calendar. The End Date should be the last day of the full bi-weekly pay period in which the end of the term falls. Use the applicable term's Academic Calendar.

Monthly Payroll - Job Authorization/Job Change Form
(Use for full time/part time benefited employee jobs only)

PORTLAND COMMUNITY COLLEGE Human Resources Department

New Employee
 Change of Primary Job
 Change of FTE/Work Schedule/Shift Change
 Other (Explain) Daily Rate FA Job for One-Term: Spring 2021 Term

ID G01453727
 NAME Le, Tuyen
Last, First MI

Position No. 998877
 Suffix 00
 Department ORG Code No. C40316

Work performed from 3.21.2021 to 6.12.2021
(only enter "to" date if for temporary job)

Description of Work One-Term Daily Rate FA Job
(if title does not fully describe job in NBAPOCN)

LOA Replacement? If yes, replacing
 Temporary Job? If yes, year 1 or 2 Direct Appointment or Recruited (circle one)

Job Assignment Employee Class 20/21 Salary Table
 FA Grade/Level N/A
 Step 1

Comment, if needed

Hourly Rate/Annual Salary \$
 FTE

If Hourly or Daily rate job provide, # of Hours
 or
 # of Days 54

JAF-M

Step	Who	Action
Step 8:	Department	If NWRINAS has already been submitted for the term and the classes were included in it, the department must submit eAUTH Cancel Pay request forms for each class to cancel the part-time faculty member's pay to avoid double-pay.
Step 9:	Employee	fills out bi-weekly paper timesheets . For each day they work, they record seven (7) hours. Their pay is spread over six (6) paychecks and they are paid according to the bi-weekly payroll calendar .

Note: One-Term Daily Rate positions do not receive health benefits but if the candidate already has part-time faculty health benefits, they will continue. One-Term Daily Rate positions do earn sick leave.

For instructions in setting up Two-Term Daily Rate Faculty, visit [Two-Term Daily Rate Faculty](#).

Two-Term Daily Rate Faculty

Note: Two-Term Daily Rate positions **do** require a posting for recruitment under the provisions of 3.64 in the Faculty and Academic Professional Agreement.

Before Schedule Entry

Step	Who	Action
Step 1:	Program Dean	fulfills requirements in accordance with the provisions of 3.64 in the Faculty and Academic Professional Agreement and fills position
Step 2:	Program Dean	sends email to HR's Compensation team (HRComp-group@pcc.edu) asking for a salary placement for the candidate to determine which Step they will be paid on in the Full-Time Faculty Salary Schedule
Step 3:	Department	<p>ensures department has a Two-Term Daily Rate Position Number.</p> <ol style="list-style-type: none"> Check NBIPORG for complete list of position numbers belonging to Org Code. Position must have an Active status. If no Position Number exists for Two-Term Daily Rate Temporary position, or if Position Number status is not Active, submit a Position Request / Change form (PR/C) to HR's Compensation team at HRComp-group@pcc.edu. Please wait at least 24 hours for Compensation team to create the new position number.
Step 4:	HR Recruitment Team	provides a Two-Term Daily Rate Employment Confirmation letter to the candidate
Step 5:	Program Dean and Candidate	<p>create an Annual Faculty Work Schedule.</p> <p>Use the Calendar of Instruction as a resource.</p>

Step	Who	Action
Step 6:	Program Dean	submits a JAF-M to HR Recruitment team (pccjobs@pcc.edu) in order to authorize the new job record for the candidate.
Step 7:	Program Dean	<p>tells the candidate what their pay will be.</p> <ol style="list-style-type: none"> Pay is spread out over fewer than 12 pay periods. It depends on the terms but it's usually six (6) months. Total payment will be the daily rate according to the employee's Step in the Full-Time Faculty Salary Schedule multiplied by the number of days they work (teaching days + holidays + non-instructional contract days) as per the Annual Faculty Work Schedule. Example: Part-Time Faculty member is placed at Step 1. Daily Rate is \$318.59. Instructional Days amount to 104. Holidays amount to three (3). Non-Instructional Contract Days amount to two (2). $104 + 3 + 2 = 109$ paid days. $\\$318.59 \times 109 \text{ paid days} = \\$34,726.31$ Their paychecks won't necessarily be the same every pay period.
Step 8:	Program Dean	explains to the candidate the scope of being a Full-Time Faculty member in regards to meetings and professional duties.

Note: If the candidate is not already benefitted, their benefits will start the first of the month following 30 calendar days of employment. They will receive the benefits of a probationary faculty member (personal leave days, etc.). They will get holidays depending on which term they are working and according to the contract.

Because they aren't working 180 days, their first year **won't** count towards probation.

During Schedule Entry

Step	Who	Action
Step 9:	Department	ensures the employee's two-term daily rate classes in SIAASGN have Contract Type 'FA' for both terms.

After Schedule Entry

Step	Who	Action
Step 10:	Department	If NWRINAS has already been submitted for the term and the classes were included in it, the department must submit eAUTH Cancel Pay request forms for each class to cancel the instructor's pay to avoid double-pay.
Step 11:	Employee	fills out Hourly paper timesheets . For each day they work, they record seven (7) hours. Gets paid monthly.

Additional Resources

[Academic Calendar](#)

[AODocs Paper Timesheet Approval Process](#)

[Bi-Weekly Payroll Schedule](#)

[eAUTH Cancel or Reduce Pay Request Form](#)

[Faculty and Academic Professional Agreement](#)

[Full-Time Faculty Annual Work Schedule](#)

[Full-Time Faculty Salary Schedule](#)

[JAF-M Process Guide](#)

[Monthly Payroll Schedule](#)

[PR/C Process Guide](#)

[SIAASGN – Faculty Assignment documentation](#)

[Timesheets](#)