

Coffee Talk with HRIS Summary: AP Stipends

December 9, 201

AP Stipends

Presentation

What is the AP Stipend?

Academic Professionals who teach **within their regular hours or workload** will be paid at the 'AP Stipend' rate as per Article 6.324 of the Full-Time Faculty and Academic Professional Agreement.

The AP Stipend is calculated by subtracting the AP's current hourly rate from the Faculty Overload rate.

- For **ABE, ESL, GED, LAB, LED, RANGE** and **WCONF** classes: the Faculty Overload rate (IO) is Step 9 of the IH Salary Table.

Overload and Part-time 4th term for Full-time faculty (authorized by NWRINAS or EPAF)					
Salary Table	Salary Grade	Step	Hourly Rate	Contact Hours Completed	C
IO	ABE		\$88.32	n/a	
	ESL		\$88.32	n/a	
	GED		\$88.32	n/a	
	LAB		\$65.36	n/a	
	LEC		\$88.32	n/a	
	RANGE (includes LAB B)		\$71.10	n/a	
	WCONF (writing conferences)		\$44.39	n/a	

This is the Fiscal Year 2021-2022 Salary Schedule

- For **APPRN** classes: the Faculty Overload rate (IO) is Step 5 of the IH Salary Table

IH	APPRN	Step	Hourly Rate	Contact Hours Completed	C
(Trade Extension Program)		1	\$62.72	n/a	0 to 4
		2	\$65.26	n/a	5 to 7
		3	\$67.90	n/a	8 to 13
		4	\$70.25	n/a	14 or more
		5	\$72.71	n/a	14 or more

This is the Fiscal Year 2021-2022 Salary Schedule

- See the current [Salary Schedule for Part-Time Faculty \(For Department Use\) for the current rates.](#)

The difference is then multiplied by the total hours taught during the term.

Since the Pay Rate will be adjusted, the following fields will also need adjustment:

- Total Pay
- Instructor Total Pay

Note: Because this is a Board Approved rate, an EPM is **not** required for adjusted AP Stipend rates.

Coffee Talk with HRIS Summary: AP Stipends

December 9, 201

Example 1: AP teaching LEC class

An AP is slated to teach a **LEC** class.

INSTRUCTOR: Gael Adem		G03780960	ECLS CODE: EF		HRS STEP: 5	
CRN	SI	TITLE	SCHD	START DATE	END DATE	--- TIME - DAYS - ROOM
15762	01	Illumination	E	11-JAN-2022	24-MAR-2022	1100-1250pm T R SY SY-
PROPOSED POSN: 998757		PAY START/END: 09 JAN 2022 - 02-APR-2022				
SOC 214B		SAL TAB-GRD-STEP: IO		LEC	1	HRS/PAY: 8.00

The hourly rate for their Academic Professional job is **\$22.67**. (Look it up in NBAJOBS. Make sure, if they have multiple jobs, that you look up the Academic Professional Job.)

Compensation

Rate: 22.670628

Hours per Pay *: 173.33

Assign Salary: 3,929.50

1 of 6

The Faculty Overload rate for LEC classes is **\$88.32** (for Fiscal Year 2021-2022).

Salary Table	Salary Grade	Step	Hourly Rate	Contact Hours Completed
IO	ABE		\$88.32	n/a
	ESL		\$88.32	n/a
	GED		\$88.32	n/a
	LAB		\$65.36	n/a
	LEC		\$88.32	n/a
	RANGE (includes LAB B)		\$71.10	n/a
	WCONF (writing conferences)		\$44.39	n/a

This is the **Fiscal Year 2021-2022** Bi-Weekly Payroll Calendar

To get the AP Stipend rate, subtract their hourly rate from the Overload Rate:

- \$88.32 minus \$22.67 equals \$65.65.
- Their hourly AP Stipend rate is **\$65.65**

Now, multiply the AP Stipend rate by their total instructional hours to get their Total Pay.

Coffee Talk with HRIS Summary: AP Stipends December 9, 201

- The LEC class has **48** total pay hours:

INSTRUCTOR: Gael Adem										G03780960		ECLS CODE: EF		HRS STEP: 5						
CRN	SI	TITLE	SCHD	START DATE	END DATE	---	TIME	-	DAYS	-	ROOM	---	CR HR	HRS/WK	CNT	HR	WKS	FTE	% SESS	% RESP
15762	01	Illumination	E	11-JAN-2022	24-MAR-2022	---	1100-1250pm	-	T R	-	SY SY-RMT LEARN	---	4.00	4.00	44.00	11	.00	100.00	100.00	
PROPOSED POSN: 998757										PAY START/END: 09-JAN-2022 - 02-APR-2022		TOTAL PAY HRS: 48.00		TOTAL PAY: 4,239.36						
			SOC 214B		SAL TAB-GRD-STEP: IO LEC		1		HRS/PAY: 8.00		NO. PAYS: 6		RATE: 88.320							
																		INSTRUCTOR TOTAL PAY: 4,239.36		

- 48 multiplied by \$65.65 equals **\$3,151.20** (total pay for the term is \$3,151.20)

To adjust the pay rate on the NWRINAS for Academic Professionals:

- Strikethrough** the original fields (use the Comment tool in Adobe Acrobat Pro DC)
- Type the new values next to the original values. **Enlarge the font size and bold the new values** (use the Edit tool in Adobe Acrobat Pro DC).
- Include an arrow shape** in the margin to bring the change to the viewer's attention (use the Comment tool in Adobe Acrobat Pro DC)
- Type next to new pay rate: 'AP Stipend Rate'.

INSTRUCTOR: Gael Adem										G03780960		ECLS CODE: EF		HRS STEP: 5		INSTRUCTOR TOTAL PAY: 10,837.44					
CRN	SI	TITLE	SCHD	START DATE	END DATE	---	TIME	-	DAYS	-	ROOM	---	CR HR	HRS/WK	CNT	HR	WKS	FTE	% SESS	% RESP	
15762	01	Illumination	E	11-JAN-2022	24-MAR-2022	---	1100-1250pm	-	T R	-	SY SY-RMT LEARN	---	4.00	4.00	44.00	11	.00	100.00	100.00		
PROPOSED POSN: 998757										PAY START/END: 09-JAN-2022 - 02-APR-2022		TOTAL PAY HRS: 48.00		TOTAL PAY: 4,239.36							
			SOC 214B		SAL TAB-GRD-STEP: IO LEC		1		HRS/PAY: 8.00		NO. PAYS: 6		RATE: 88.320								
																		AP Stipend Rate 65.65		3,151.20	
																		INSTRUCTOR TOTAL PAY: 4,239.36		3,151.20	

Example 2: AP teaching APPRN class

An AP is slated to teach an **APPRN** class.

INSTRUCTOR: : Gael Adem										G03780960		ECLS CODE: EF		HRS STEP						
CRN	SI	TITLE	SCHD	START DATE	END DATE	---	TIME	-	DAYS	-	ROOM	---	CR HR	HRS/WK	CNT	HR	WKS	FTE	% SESS	% RESP
10550	01	Trades Prepar	E	10-JAN-2022	21-MAR-2022	---	0400-0550pm	-	M	-		---								
PROPOSED POSN: 998763										PAY START/END: 09-JAN-2022 - 02-APR-2022										
			EC 202		SAL TAB-GRD-STEP: IH		2		HRS/PAY:		APPRN									

Coffee Talk with HRIS Summary: AP Stipends

December 9, 201

The hourly rate for their Academic Professional job is **\$22.67**. (Look it up in NBAJOBS. Make sure, if they have multiple jobs, that you look up the Academic Professional Job.

Compensation	
Rate	22.670628
Hours per Pay *	173.33
Assign Salary	3,929.50

1 of 6

The Faculty Overload rate for APPRN classes is **\$72.71** (for Fiscal Year 2021-2022).

IH	APPRN			
	(Trade Extension Program)	1	\$62.72	n/a
		2	\$65.26	n/a
		3	\$67.90	n/a
		4	\$70.25	n/a
		5	\$72.71	n/a

This is the **Fiscal Year 2021-2022** Bi-Weekly Payroll Calendar

To get the AP Stipend rate, subtract their hourly rate from the Overload Rate:

- \$72.71 minus \$22.67 is **\$50.04**
- Their AP Stipend hourly rate is \$50.04

Now, multiply the AP Stipend rate by their total instructional hours to get their Total Pay.

- The APPRN class has **48** total pay hours:

```

-----
INSTRUCTOR: : Gael Adem          G03780960    ECLS CODE: EF    HRS STEP: 4
CRN  SI TITLE      SCHD START DATE  END DATE  ---  TIME - DAYS - ROOM  ----- CR HR  HRS/WK CNT
10550 01 Trades Prepar  E  10-JAN-2022  21-MAR-2022  0400-0550pm M    SY SY-RMT LEARN  4.00  4.00  44
PROPOSED POSN: 998763          PAY START/END: 09-JAN-2022 - 02-APR-2022
                  EC  202          SAL TAB-GRD-STEP: IH APPRN 2    HRS/PAY: 8.00  NO. PAYS: 6
-----
TOTAL PAY HRS: 48.00
INSTP
    
```

- 48 multiplied by \$50.04 equals **\$2,401.92** (total pay for the term is \$2,401.92)

To adjust the pay rate on the NWRINAS for Academic Professionals:

5. **Strikethrough** the original fields (use the Comment tool in Adobe Acrobat Pro DC)
6. Type the new values next to the original values. **Enlarge the font size and bold the new values** (use the Edit tool in Adobe Acrobat Pro DC).

Coffee Talk with HRIS Summary: AP Stipends December 9, 201

7. **Include an arrow shape** in the margin to bring the change to the viewer's attention (use the Comment tool in Adobe Acrobat Pro DC)
8. **Type next to new pay rate:** 'AP Stipend Rate'.

INSTRUCTOR: : Gael Adem		G03780960		ECLS CODE: EF		HRS STEP: 4										
CRN	SI	TITLE	SCHD	START DATE	END DATE	---	TIME - DAYS - ROOM	-----	CR HR	HRS/WK	CNT	HR	WKS	FTE	% SESS	% RESP
10550	01	Trades Prepar	E	10-JAN-2022	21-MAR-2022		0400-0550pm M		4.00	4.00	44.00	11	.00	100.00	100.00	

PROPOSED POSN: 998763		PAY START/END: 09-JAN-2022 - 02-APR-2022		TOTAL PAY HRS: 48.00		TOTAL PAY: 3,132.48										
EC 202		SAL TAB-GRD-STEP: IH APPRN 2		HRS/PAY: 8.00		NO. PAYS: 6		RATE: 65.268		AP Stipend Rate		50.04		2,401.92		

												INSTRUCTOR TOTAL PAY: 3,132.48				
												2,401.92				

Q & A

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

AP Stipends and NWRINAS Reports

If an instructor is teaching CALC classes and needs their rates calculated, do we need to include the calculations and the explanation in the NWRINAS for the AP Stipend?

A: No, we just need the correct rate and the note, 'AP Stipend Rate' included on the report.

Q: Is there a way for Banner to figure out the calculations and enter these AP Stipend rates in the NWRINAS report based on their step?

A: Unfortunately, the NWRINAS process is completely programmed in-house and making any changes to it would require significant amount of programmer time. HR doesn't anticipate this will be a priority any time soon.

Q: Can only IAA IIs do NWRINAS?

A: IAA IIs can also do NWRINAS and other departmental pieces as well. Check your [job classification description](#) to see if working with pay authorizations is included in the description.

Contact Hours

Q: What happens if you enter the wrong Contact Hours during Schedule Entry?

A: Entering the wrong contact hours means that the instructor's total contact hours will be wrong which could potentially put the instructor at the wrong step. The pay hours on the NWRINAS will be correct, since those hours are based on pay hours for the class, so the incorrect Contact hours will

Coffee Talk with HRIS Summary: AP Stipends December 9, 201

not appear on the NWRINAS. Contact hours and Pay hours are different so entering Contact hours correctly in Schedule Entry is very important. HR does look at everyone's contact hours for the whole year during PT Faculty step placement. If someone is showing 36 hours, that could appear normal to HR, even if they're supposed to be at 48. But HR only notices contact hours that seem abnormal, such as 400 contact hours. If you are aware of incorrect contact, hours please contact HRIS.

Q: When does HR review contact hours?

A: Step placement is done once a year after all the summer paperwork has been turned in and processed and before Fall paperwork is due. If someone is asking questions about their step, contact HR Compensation.

Q: How can a faculty member check their Step?

A: Everyone can see their hours in MyPCC, Employee tab, Banweb Main Menu, Employee Services, Pay Information, Part-Time Faculty Step Placement option. This lists Effective Date, Contact Hours and Contact Hours Step.

Q: Would incorrect Contact Hours impact a part-time faculty member's sick leave?

A: No, sick leave and other benefits are determined by the instructor's FTE and workload.

Q: What about PERS?

A: PERS counts paid hours, not contact hours. Incorrect contact hours will only impact someone's step placement for payment.

Q: Where can you find a class's Contact Hours?

A: PCC is required to offer classes between a minimum and maximum amount of hours based on Credit(s) Hours and Schedule Type(s). The minimum and maximum is to account for the non-standard amount of weeks there are per term which vary between 10 to 12 weeks.

To determine a class's weekly Contact Hours by Schedule Type when building a class that is 10-12 weeks long:

1. In MyPCC, click on the Faculty Tab
2. In the Faculty toolbox on the right-hand side, click Course Management
3. It will open up what Curriculum uses when people are submitting new courses or updating courses.

Coffee Talk with HRIS Summary: AP Stipends December 9, 201

[Help](#)

Course Management

Search, edit, add, and inactivate courses.

To search for a partial title or keyword, use the wild card character * or % before and after your term. For example, *math*.

History - OR -

Quick Searches... ▼

Course Code	Title	Date Submitted	Workflow	Status
AB 199P	Auto Paint III Lecture	10/21/20 11:32 pm		Inactivated
AB 199A	Basic skills lecture	10/22/20 1:07 pm		Inactivated
AB 199C	Panel Repair Lectur	10/22/20 1:27 pm		Inactivated
AB 199B	Frame Analysis & Repair Lecture	10/22/20 1:45 pm		Inactivated
AB 299P	Auto Paint III Lab			Inactivated
AB 299A	Basic Skills Lab			Inactivated
AB 299C	Panel Repair Lab			Inactivated
AB 299B	Frame Analysis & Repair Lab			Inactivated
ABE 0741	Adult Basic Education			Inactivated

If you enter the Subject Code and Course Number, the basic course information will pop up. You will see a breakdown of the class's lab hours, lecture hours and lec/lab hours. Within each of those it will say how many Contact hours per Schedule Type.

General Information

Submitter: [User ID:](#) [Phone:](#)

Course Prefix: Geography (GEO)

Course Number: 266

Course Type: Lower Division Collegiate

Implementation Term: 201901

Course Title: GIS Analysis

Transcript Title: GIS Analysis

Lecture: Meets **3** hours per week for **10** weeks.
Total student academic engagement hours per quarter: **90**

Lec/Lab: Meets **0** hours per week for **10** weeks.
Total student academic engagement hours per quarter: **0**

Lab: Meets **3** hours per week for **10** weeks.
Total student academic engagement hours per quarter: **30**

Total student academic engagement hours for course: **120**

Contact Hours per Quarter

Credits: 4

Please note, if changes or updates are proposed and not yet implemented, you will see crossed-out information in red, with the requested updates in green. If you see that in the Contact Hour per

Coffee Talk with HRIS Summary: AP Stipends December 9, 201

Quarter Section, be sure to check the implementation Term for when those changes are to be applied.

Course Prefix	Automotive Service Technology (AM)
Course Number	100
Course Type	Career Technical Education
Implementation Term	Summer 2022 201902
Course Title	Intro to Automotive Systems
Transcript Title	Intro to Automotive Systems
	Lecture: Meets 0 hours per week for 10 weeks. Total student academic engagement hours per quarter: 0
Contact Hours per Quarter	Lec/Lab: Meets 8 8.5 hours per week for 10 weeks. Total student academic engagement hours per quarter: 120
	Lab: Meets 0 hours per week for 10 weeks. Total student academic engagement hours per quarter: 0
	Total student academic engagement hours for course: 120
Credits	4

I-9 Reverification

Q: I have a Full-Time Faculty member who retired in June but is now coming back as a Part-Time Faculty member for the Winter term. Do they need to complete a brand new I-9 or can PCC use their original I-9?

A: If the person is terminated from the organization, we do need a new I-9.

Q: Is there free parking downtown for the Downtown Center's I-9 Reverification Days?

A: Unfortunately there isn't. There is street parking downtown at \$2/hr.

Q: If a new employee attends an I-9 Reverification Day who is there to have their I-9 verified for the first time, would HR turn them away?

A: It is the department's responsibility to verify I-9s for new hires. HR does not have the staffing capacity to verify new hires' I-9s. If all appointments are taken for reverifications, HR will not be able to accept more attendees. Historically, HR has not had to turn anyone away, however it is the department's responsibility to ensure their new hires' I-9s are physically verified.

Coffee Talk with HRIS Summary: AP Stipends December 9, 201

Q: What happens if an employee does not get their I-9 Reverified?

A: If an employee has not reverified their I-9 and the USCIS does NOT extend the deadline for remote viewing flexibility, then that employee is working outside of compliance. They cannot work if their I-9 has not been reverified by January 4th. HR will end their job in Banner, and if it doesn't get reverified shortly after that, HR will terminate their employment at PCC. This is a federal requirement and is not determined by PCC's HR department. SHRM, the Society for Human Resources Management is lobbying for Congress regarding remote viewing so maybe there's hope for either an extension of the deadline or a permanent rule change. However, PCC must act in compliance with the current requirements in place. Please get your department's employees' I-9s reverified by the current deadline of January 4th, 2022.

Announcements

1. **There are still around 100 employees needing I-9 Reverification.** HR is still working with admins regarding the need to reverify their I-9s. I-9 reverification for any employees whose documents were reviewed virtually upon hire **is due January 4, 2021**. [See the spreadsheet of employees still needing reverification](#). This spreadsheet is updated in real time. **Departments will need to meet with their employees** and physically review their documents, then submit a reverified I-9 Form Section 2 to HRIS. If the employee no longer works for PCC, a Term Form will be accepted in place of the reverified I-9.
2. HR will also be hosting another I-9 Reverification Day at the Downtown Center on Tuesday, December 14th from 10:00am to 2:00pm. Please forward [this link for the scheduling calendar](#) to employees needing reverification so they can reserve a time slot. The whole process takes about five minutes. They will need to bring their physical documentation and follow safety protocols (mask, handwashing, social distancing). If they are attending the I-9 Day Event and have no other need to be at the Downtown Center, they will not need to complete the Returning to Campus Safety Training that they would need to complete in order to work on campus.
3. HR will be hosting one final I-9 Reverification Day on January 4th, 2022, which is the last day to get I-9s reverified. Employees can schedule their appointments on January 4th using the same link, so please forward [this link](#) to any of your department's employees needing I-9 Reverification.
4. Other campuses can volunteer to host their own I-9 Days, as there are many employees needing to make appointments with a representative of PCC to reverify their I-9s before the deadline.
5. I-9 Reverification Days are ONLY for reverification. If your department hires an employee, reverifying their documents and completing their I-9 is the department's responsibility.
6. Winter 2022 NWRINAS are due January 21, 2022. Please have all Winter term Schedule Entry competed prior to running your NWRINAS report.



Coffee Talk with HRIS Summary: AP Stipends December 9, 201

7. The Bi-Weekly Payroll Calendar has been changed. The original version did not have the terms ending in the right places that matched the calendar of instruction. It was updated around 3 weeks ago. Please be sure you pull [the latest BW Payroll Calendar from the Payroll website](#). All authorizations for Winter (NWRINAS, EPAFs, MAPs) are due January 21st. HRIS appreciates authorizations being sent in early.