



# MASTER'S PROGRAM FACULTY SALARY CALCULATOR: STANDARD OPERATING PROCEDURE

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## Contents

<b>Masters Faculty Calculator Overview</b> .....	2
<b>Introduction</b> .....	2
<b>Process</b> .....	2
<b>Timeline</b> .....	0
<b>Access in Banner</b> .....	3
<b>Detailed Process</b> .....	0
<b>Part I: Calculating Masters FTE</b> .....	0
<b>Part I: Step-by-step Process for Completing the “Part I- Masters FTE” Tab</b> .....	0
<b>Part II: The Salary Calculator</b> .....	5
<b>Part II: Step-by-step Process for Calculating and Reconciling Faculty Salary</b> .....	5
<b>Part III: The Redistribution Request</b> .....	16
<b>Part III: Step-by-step Process for Completing the Redistribution Request</b> .....	16
<b>Appendix A: Helpful Banner Forms</b> .....	21
<b>NBAJOBS – Employee Jobs Form</b> .....	21
<b>NHIDIST – Labor Distribution Date Inquiry Form</b> .....	22

## Masters Faculty Calculator Overview

### Introduction

Master's degree programs must be self-supporting and cover all related costs from the revenue they generate. Subsequently, they are required to cover the cost of the teaching or administrative services provided by faculty. The total faculty salary paid from a master's degree program fund is determined by the work performed for that specific program. The allocation of the salary cost to the master's program based on the 30 credit hour workload for full-time faculty. The percentage of the faculty full-time equivalent (FTE) related to the master's program is calculated by adding the credit hours taught to the credit load equivalent of any service or administrative duties and then dividing by 30. Then the base salary is multiplied by this percentage to determine the dollar amount allocated to the master's fund. The 30 credit hour workload only includes the work performed during the fall and spring semesters by faculty on 10-month work contracts. Any work done in the summer will need to be accounted for as an additional payment from a salary sup or summer contract. If the faculty is on a 12-month work contract, then the formula accounts for the full year.

The Master's Faculty Calculator (Calculator) assists with managing the salary process for full-time faculty, including Category I and Category II. Affiliate faculty are paid through contracts that should be managed each semester outside of this process. The Calculator helps manage faculty salary expenses by:

- 1) Calculating the amount of salary allocated to the program by faculty line,
- 2) Generating reports to submit to HR and the Budget Office to update Banner, and
- 3) Reconciling the total paid from the master's program fund at year-end.

### Process

1. Calculate the faculty FTE allocated to the Master's Program fund.
  - a. Add program and faculty information
  - b. Add credit hours taught and credit hour equivalents for each faculty
  - c. Verify faculty FTE has been 100% allocated
2. Calculate faculty salary allocated to master's program
  - a. Add program and faculty information to calculator including:
    - i. Faculty type, employee classification, annual salary, and FOAP information
  - b. Add additional faculty payments coming from the master's program as salary supplements or summer payments.
3. Reconcile information to actual payments in Banner
  - a. Extract salary paid from the master's program fund in Banner (NHIDIST) and paste in Calculator.
  - b. Verify all payments are accounted for in the Calculator using the Reconciliation of NHIDIST tab.
4. Research any amounts indicated in "Payroll Research or Correction Needed" section.
5. Submit Labor Distribution report to HR to update the FOAP percent split for faculty in Banner.
6. Submit any payroll redistribution requests to Payroll

## Access in Banner

The majority of the information used in the Calculator will come directly from Banner, requiring access to the following forms:

- NBAJOBS: Query access
- NHIDIST

# Timeline



## July

- Fiscal Year begins.
- Budgets need to align with projected teaching/reassigned time for the year.

## August



- Provide HR initial labor distribution (FOAP split) requested by second Friday in August.

## September



- Provide any labor distribution changes to HR by the second Friday in September.



## October

- Phase II salary increases are effective October 1.



## November

- Fall Budget Review with the Budget Office will occur.
- Check salary/fringe expenses for all faculty in Banner to ensure accuracy.

## January



- Check Spring semester teaching and reassigned time. Are any adjustments going to be needed to FOAP splits? Begin to update your Calculator.



## February

- Update calculator based on spring census information. Provide updated labor distribution to HR by second Friday in February.
- Check salary/fringe expenses in Banner to ensure accuracy.

## March



- Spring Budget Review with the Budget Office will occur.

## April



- Verify that calculator is updated with faculty workload information. Compare Banner expenses to program budget using the Calculator. Request any labor distribution corrections if needed.



## May

- Submit payroll split adjustment and/or transfer expenses to Payroll by May 15<sup>th</sup>.



## June

- Final Reconciliation: The June Payment will post around the third week in June. Reconcile the amount paid on Banner to the calculator and request any corrections through payroll. All payroll redistributions must be submitted the final week of June. Verify the cutoff date with Payroll.

## July



- If an 8300 transfer is needed to solve a large error in the FOAP splits, it is due to the Budget Office by the third Friday in July.

## Detailed Process

### Part I: Calculating Masters FTE

Master’s degree programs are required to pay for work performed by faculty for that program. The calculation for the FTE related to the master’s program is the total number of credit hours taught by that faculty member at the graduate level plus the credit load equivalent for service, administration, or reassign time related to the graduate program divided by the annual workload (30 credit hours). The annual faculty salary is then multiplied by the masters FTE to calculate the salary amount for which the master program is responsible. This calculation is done in the second tab of the Masters Faculty Calculator titled “Part I- Masters FTE”.

### Part I: Step-by-step Process for Completing the “Part I- Masters FTE” Tab

<b>Part I Steps 1 – 4: Program and Faculty Information</b>		
<b>Step</b>	<b>Task</b>	<b>Why</b>
1	Add program name and fiscal year (green section, upper left corner): <ul style="list-style-type: none"> <li>• Type program name into cell C1</li> <li>• Type fiscal year into cell C2</li> </ul>	This information feeds over to the “Step 2 Calculator” tab so that it can be included in the spreadsheets that are provided to the Budget Office and HR.
2	Name (Column B): <ul style="list-style-type: none"> <li>• Add full name of faculty member to column B.</li> <li>• All Category I and Category II faculty that are working with the graduate program need to be included in this list.</li> <li>• Additionally, any faculty that have been paid from the graduate program fund in error during the current fiscal year should be included so that their information can be corrected.</li> </ul>	The full name needs to be provided because the information feeds to the Calculator tab and is included in reports sent to both HR and the Budget Office. It is then used by those departments to identify the appropriate faculty member for Banner updates and reconciliation.
3	900# (Column C): <ul style="list-style-type: none"> <li>• Add the 900# for the faculty member into column C.</li> <li>• The 900# should not include any spaces or dashes.</li> <li>• All faculty listed should have a 900#.</li> </ul>	The 900# feeds over to the Calculator and is an essential part of the formula that identifies the salary information from Banner.
4	Total Faculty FTE for Current Year (Column D): <ul style="list-style-type: none"> <li>• Faculty FTE (Full-time Equivalent) is based on a 30 credit hour load. For example, if a faculty member is teaching 30 credit hours, they are 1 full FTE.</li> <li>• FTE is calculated by dividing the credit hour load (teaching, service, administration, etc.) that a faculty member will be working by 30. If the total credit load is 15 it would be 15/30 or .5 FTE.</li> </ul>	This information is used to calculate the percent of the faculty’s time that should be allocated to the undergraduate, graduate, and grant funding sources. This is the number by which the credit hours taught at the undergraduate and graduate levels are divided (denominator). Ultimately, the graduate percentage feeds over to

		the calculator and is used to calculate the total salary to be paid from the master program.
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*Calculator with Part I Steps 1-4 Complete*

	A	B	C	D	U
1	Program Name	Masters of Social Work			Step 1: Add Program Name & Fiscal Year
2	Fiscal Year	FY2017-18			
3					
4					
5	<b>Part 1: Calculating Masters FTE</b>				
	Name	900 #		Total Faculty FTE For Current Year	Step 2 & 3: Add Faculty Name and 900# (without spaces or dashes)
6					
7	Jane Smith	900999999		1	Step 4: Add Faculty FTE for Current Academic Year. This is the total FTE for the Faculty in both undergraduate and graduate programs.
8	John Smith	900999998		0.5	
9					
10					
11					

Part I, Steps 5-9: Adding Credit Hours		
Step	Task	Why
5	Teaching Credit Hours: <ul style="list-style-type: none"> <li>Teaching UG (Column E) – enter the total undergraduate level credit hours the faculty member will be teaching for both fall and spring. Do not include summer.</li> <li>Teaching GR (Column F) – enter the total graduate level credit hours the faculty member will be teaching for both fall and spring. Do not include summer.</li> </ul>	This information is used to calculate the percent of the faculty’s time that should be allocated to the undergraduate, graduate, and grant funding sources. The sum of the teaching, admin, and reassigned time are divided by the total FTE to determine the percent in each area. Ultimately, the graduate percentage feeds over to the calculator and is used to calculate the total salary to be paid from the master program.
6	Service Credit Hours: <ul style="list-style-type: none"> <li>Service UG (Column G) – enter the credit load equivalent of any service at the undergraduate level.</li> <li>Service GR (Column H) – enter the credit load equivalent of any service at the graduate level.</li> <li><b>Category I</b> <ul style="list-style-type: none"> <li>Faculty automatically has 6 credit hours of service in an academic year that are included in the 30 credit hours. These credit hours need to be accounted for in the spreadsheet.</li> <li>The activities that are considered service are defined by the University’s Faculty</li> </ul> </li> </ul>	

	<p>Handbook, College guidelines, and Department guidelines.</p> <ul style="list-style-type: none"> <li>○ The department Chair should determine the credit hours of service that pertain to both the undergraduate and graduate levels.</li> </ul> <ul style="list-style-type: none"> <li>● <b>Category II</b> <ul style="list-style-type: none"> <li>○ Generally, do not have service. Confirm status with department chair.</li> </ul> </li> </ul>	
7	<p>Administrative Credit Hours:</p> <ul style="list-style-type: none"> <li>● Admin UG (Column I) – enter the credit load equivalent of any administrative work at the undergraduate level.</li> <li>● Admin GR (Column J) – enter the credit load equivalent of any administrative work at the graduate level.</li> <li>● Administrative credit hours are a type of release time related to supporting essential administrative tasks of the graduate program. Typically, administrative time is outlined in the faculty’s job description and is on-going in nature. For example, department chair, program directors, internship coordinator, etc.</li> <li>● The number of credit hours related to administrative duties should reflect the percent of time the faculty spends working on that task.</li> </ul>	
8	<p>Reassigned Time Credit Hours:</p> <ul style="list-style-type: none"> <li>● Reassigned Time UG (Column K) – enter the credit load equivalent of any reassigned time at the undergraduate level.</li> <li>● Reassigned Time GR (Column L) – enter the credit load equivalent of any reassigned time at the graduate level.</li> <li>● Reassigned time has a broader definition at the University, College, and Department level. For the purpose of this tool, reassigned time is defined as any release from teaching to work on a specific project or task as determined by the department chair that is not an on-going administrative duty.</li> <li>● The number of credit hours related to reassign time duties should reflect the percent of time the faculty spends working on that task.</li> </ul>	
9	<p>Grant Reassigned Time Direct Charge to Grant (Column M):</p> <ul style="list-style-type: none"> <li>● Enter the credit load equivalent of any reassigned time that will be paid directly from a grant.</li> </ul>	