Faculty One time Lump Sum Payment

PROCESS
- AO/HR Sp should have turned in and completed their Faculty Roster and turned them into OHR
- The template letter to the Faculty was email by OHR this morning
  - Included BU 07 and Excluded BU 67 memo
- Attach the Faculty Summary Report to the letter and distribute by early next week
- Faculty will have until June 1 to identify corrections
- Field units will need to make corrections and resubmit the entire Faculty Roster to OHR by June 11

PAYMENT
- The 1\textsuperscript{st} payment which is 25\% of the lump sum payment will be paid on August 3, 2012 which is the August 5 payroll
- Future payments will be on August 5, 2013 and August 5, 2014

ACCOUNT CODES
- Colleges/Schools will be able to provide OHR with one KFS account to charge by June 1. If not they will charge the current appropriated account
- College/Schools will be given an opportunity to change the accounts before the mass PNFs are generated
  - For example: If I provide OHR with my KFS non imposed fringe special fund account. I will have to update the account code before they run the mass PNFs to another KFS account since I can only charge permanent appropriated funds positions to that account.

BUDGET INFORMATION
- Submit your electronic excel Faculty Roster to the Manoa Budget Office for only permanent appropriated fund positions. Please zero out all the temporary positions cost and make adjustments for multiple appointments as necessary
- Add a total for all your permanent appropriated general fund (including those paid on the non-imposed tuition account) positions
- Each year Manoa Budget will ask for the worksheet since the terminated employees will need to be removed.