Prorata Summer Pay (PSP) (9-Month Instructional Only)

- 9-month instructional
  - Work 9 months
  - Pay is prorated over 12 months
    - Continue voluntary deductions and paychecks
    - Avoid the appearance of a break in service
  - Summer pay dependent on length of service during the academic year or semester
  - PSP computation based on calendar days of 30 days/month
Academic Year VS. Semester

- **Academic year**
  - August 1 thru July 31
  - Must work 9 months to receive 12 months of pay

- **Semester**
  - Fall: August 1 thru January 31
  - Spring: January 1 thru June 30
  - Must work 4.5 months to receive 6 months of pay
Duty VS. Off-Duty Period

**Duty Period**
- Period of time the faculty member provides services to the University
- 9 consecutive months (9-month faculty) from the designated on-duty date through commencement
- List of on-duty dates sent out by the President/Chancellor’s Office
  - 2008-2009 duty dates: 08/18/08 thru 05/17/09

**Off-Duty Period**
- Non-instructional period the faculty member is not on-duty
- Off-duty period: Day after commencement until the designated on-duty date for Fall (normally one week prior to the first day of instruction)
Academic Year (8/1 – 7/31)

- Start of Academic Year: 8/1/08
- On Duty Date: 8/18/08
- Commencement: 5/17/09
- End of Academic Year: 7/31/09

- On duty period (9-months)

- Actual Days Worked

- Paid Over 12 Months

- Advanced PSP

- PSP
Academic Year in Terms of Days

360 Days Paid

Calculation (Days Paid):
= 30 days per month x 12 months
= 360 days

270 Duty Days

Calculation (Days Worked):
= 30 days per month x 9 months
= 270 days

On duty period (9-months)

Start of Academic Year: 8/1/08
On Duty Date: 8/18/08
Commencement: 5/17/09
End of Academic Year: 7/31/09

Advanced PSP

Counting Number of Days:
Whole months = 30 days (including February)
Partial months = Actual number of cal days in the month
University Of Hawaii

Payroll Notification Form

Name: Faculty, Clean PSP

SSN: 777-88-9999

Doc no: 389944

PFR: F54

Employee ID: 18236223

WD: 143

Fed Exempt: 0

State Exempt: 0

Sex: M

Pay class: SM

Marital status: S

Tenure: FNT

Ret/ICA: 2

Visa: N/A

Appointment period from: 08/01/2008

To: 07/31/2009

PSP: 07/31

Partial Position Number 0082335T

PIA Description Effective Date Position Number

HIR 009 Exempt Appointment 08/01/2008 0082335T

22111200 CARTS & HUM / ART DEPT /

From: Position Title F/T Mon

Pos No Grade Stp Percent

ASST PROF, UHM, S-MO 4,859.00

0082335T 1.00000 07

To: Position Title F/T Mon

Pos No Grade Stp Percent

Annual 59,508.00 BU: 07

Semi-mo: 2,479.50 FTE: 1.00000

Pay Type Account Code Percent Semi month amt NTE Date Position Number

BASER G09 024 F 119 B 129 1.00000 2,479.50 0082335T

Remarks: Sample of Clean PSP faculty.
The above appointment is contingent on the availability of funds, and visa provisions when applicable. It is certified that the appointment is in compliance with Board of Regents policies and applicable statutes and regulations. In the event that service does not continue throughout the term, if any be specified, the salary due will be based upon the period of actual service.

I certify that, to the best of my knowledge, the appointment or personnel transaction(s) shown above is/are in compliance with Board of Regents policies and all applicable statutes and regulations.

Approving Officer Signature/Date

Approving Officer Signature/Date

Fiscal Officer Signature/Date Appointing Officer Signature / Date
Fall (8/1 – 1/31) & Spring (1/1 – 6/30) Semester Hires

- Start of Fall Semester: 08/01/08
- On Duty Date: 08/18/08
- Exams/Comm Commencement: 01/01/09
- End of Fall Semester (Paid): 01/05/09
- Spring (Duty): 01/31/09
- Commencement: 05/17/09
- Spring (Paid): 06/30/09
- End of Spring Semester: 06/30/09
Fall Semester in Terms of Days

Calculation (Days Paid):
= 30 days per month x 6 months
= 180 days

Calculation (Days Worked):
= 30 days per month x 4.5 months
= 135 days
Spring Semester in Terms of Days

Calculation (Days Paid):
= 30 days per month x 6 months
= 180 days

Spring (180 Days Paid)

Calculation (Days Worked):
= 30 days per month x 4.5 months
= 135 days

Spring (135 Duty Days)
Prorata Summer Pay Calculation

Year: How much of the 12 months should the 9-month faculty get paid for if he works less than 9 months?

Semester: How much of the 6 months should the 9-month faculty get paid for if he works less than 4.5 months?
PSP Late Hire Computation

What is the PSP for faculty member hired effective 11/01/2008?

1. Number of days missed
2. % of duty days not worked
3. Total days not earned
4. PSP month and day

Adv
PSP

08/01/08
08/18/08
11/01/08
05/17/09
07/31/09
10/31/09

360 Days Paid

270 Duty Days
What is the PSP for faculty member hired effective 11/01/2008?

1. **Number of days missed**
2. % of duty days not worked
3. Total days not earned
4. PSP month and day

Days missed from 08/18/08 to 11/01/08

Break down month by month:
- 08/18/08 to 08/31/08 = 14 days
- September = 30 days
- October = 30 days
- Total days missed = 74 days

Note: Count actual calendar days for partial month and 30 days for whole months
What is the PSP for faculty member hired effective 11/01/2008?

1. Number of days missed
2. % of duty days not worked
3. Total days not earned
4. PSP month and day

74 days missed ÷ 270 duty days = 0.2741 of the 9 months not earned

Note: Academic year calculation
30 days x 9 months = 270 duty days
PSP Late Hire Computation

What is the PSP for faculty member hired effective 11/01/2008?

1. Number of days missed
2. % of duty days not worked
3. **Total days not earned**
4. PSP month and day

0.2741 x 360 (12 months of prorated sal) = 98.676, drop decimals to = 98

98 total unearned days (12 month period)

Note: Academic year calculation
30 days x 12 months = 360 days
What is the PSP for faculty member hired effective 11/01/2008? 07/23

1. Number of days missed
2. % of duty days not worked
3. Total days not earned
4. PSP month and day

Subtract 98 total unearned days from 10/31/09 (12 months from date of hire)

Calculation:
October 2009 = 30 days
September 2009 = 30 days
August 2009 = 30 days
07/31/09 to 07/24/09 = 8 days
Total unearned days = 98 days

On duty period (9-months)
Employee Status: Active
Action Date: 03/23/2009
Job Ind: Primary Job
Effective Date: 11/01/2008
Action/Reason: Hire
Eff Seq: 0
Exempt Appointment
Appt Per From: 11/01/2008
To: 07/23/2009
PSP: 07/23
Position Number: 0083982
BOR Title: ASST PROF, UHM, 9-MO
Company: BOR
UH - Board of Regents
Business Unit: UHPSS
Univ of Hawaii PeopleSoft Sys
Department: 22111200
ART DEPT
Location: UH
UH
Supervisor ID:
Reports To:
ID:
Establishment ID: SW
Island Code: 2
Unit Code: 01
**Employee Status:** Leave of Absence  
**Action Date:** 03/23/2009  
**Job Ind:** Primary Job  
**Effective Date:** 07/24/2009  
**Action / Reason:** Leave of Absence  
**Eff Seq:** 0  
**Appt Per From:** 07/24/2009  
**To:** 07/31/2009  
**Position Number:** 0083982  
**BOR Title:** ASST PROF, UHM, 9-MO  
**Company:** BOR  
**UH - Board of Regents**  
**Business Unit:** UHPSS  
**Univ of Hawaii PeopleSoft Sys**  
**Department:** 22111200  
**ART DEPT**  
**Location:** UH  
**UH**  
**Establishment ID:** SW  
**Island Code:** 2  
**Unit Code:** 01
### Payroll Notification Form

**University Of Hawaii**

**Name:** Faculty, Late Hire

**SSN:** 555-44-3333  
**P/R:** F54  
**Wd:** 130  
**Sex:** F  
**Marital status:** M  
**Fed Exempt:** 3  
**State Exempt:** 3  
**Pay class:** SM

**Ref/RICA:** 2  
**H Ist:** 2  
**Visa:** H1B  
**Tenure:** FFP  
**PSP:** 07/23  
**UH Appt dt:** 10/06/2008

#### PIA Description

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#### Positions

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<td>1.0000</td>
<td>2,500.34</td>
<td></td>
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</tr>
</tbody>
</table>

**Remarks:** LWOP no psp for period 07-23-09 thru 07-31-09

The above appointment is contingent on the availability of funds, and visa provisions when applicable. It is certified that the appointment is in compliance with Board of Regents policies and applicable statutes and regulations. In the event that service does not continue throughout the term, if any be specified, the salary due will be based upon the period of actual service.

I certify that, to the best of my knowledge, the appointment or personnel transaction(s) shown above is/are in compliance with Board of Regents policies and all applicable statutes and regulations.

---

**Approving Officer Signature/Date**

**Approving Officer Signature/Date**

**Fiscal Officer Signature/Date**  
**Appointing Officer Signature / Date**
<table>
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<th>Work Location</th>
<th>Job Information</th>
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<th>Salary Plan</th>
<th>Compensation</th>
<th>UH C/S Data</th>
<th>NTE Job</th>
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**Employee Status:** Active  
**UH Eff Dt:** 08/01/2009  
**Action Date:** 03/23/2009  
**Action / Reason:** Return from Leave  
**Eff Seq:** 0  
**Job Ind:** Primary Job  
**SUS:**  
**Approve:**  
**Future:**  
**Retn Fr Lwop-No Prorata Smr P:**  

**Appt Per From:** 08/01/2009  
**To:** 07/31/2010  
**PSP:** 07/31  
**Position Number:** 0083982  
**Position Management Record:**  
**BOR Title:**  

**Company:** BOR  
**UH - Board of Regents**  
**Business Unit:** UHPSS  
**Univ of Hawaii PeopleSoft Sys**  
**Department:** 22111200  
**ART DEPT**  
**Location:** UH  
**UH**  
**Establishment ID:** SWY  
**Island Code:** 2  
**Unit Code:** 01  

**Job Data**  
**Employment Data**  
**Earnings Distribution**  
**Benefits Program Participation**
University Of Hawaii Payroll Notification Form

Name: **Faculty, Late Hire**

Accession No: 555-44-3333

PMA: F54

VOC: 130

Fed Exempt: 3

State Exempt: 3

Pay class: SM

Employee ID: 19258468

Doc no: 380947

PIM date: 09/23/2009

Appoint period from: 08/01/2009 To: 07/31/2010

PSP: 07/31

State: HI

Visa: H1B

Employed date: 09/01/2009

Credit Card: No

Retired: 2

Matrual status: M

Appointment date: 09/01/2009

Credit score: No

Retention Period: No

Pay type: RFL

Designation: Retr Fr Lworp-No Prorata Smr P


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22111200 CARTS & HUM / ART DEPT. /

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<th>F/T Mon</th>
<th>Bu</th>
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</thead>
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Annual: 60,008.00

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<tbody>
<tr>
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<td>1.00000</td>
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Pay Type: BASER

Account Code: 09 924 F 119 B 509

Percent: 1.00000

Semi month amt: 2,500.34

NTE Date: 0083982

Remarks: Return from LWOP - no psp 07-24-09 thru 07-31-09.
The above appointment is contingent on the availability of funds, and visa provisions when applicable. It is certified that the appointment is in compliance with Board of Regents policies and applicable statutes and regulations. In the event that service does not continue throughout the term, if any be specified, the salary due will be based upon the period of actual service.

I certify that, to the best of my knowledge, the appointment or personnel transaction(s) shown above is/are in compliance with Board of Regents policies and all applicable statutes and regulations.

Approving Officer Signature/Date

Approving Officer Signature/Date

Fiscal Officer Signature/Date

Appointing Officer Signature / Date
PSP Early Resignation Computation

What is the effective resignation date for a faculty member who resigns on 10/31/08?

1. Number of days worked
2. % of days worked
3. Total days earned
4. Effective date of resignation

On Duty Date

Resign

Fall (180 Days Paid)

Fall (135 Duty Days)

08/18/08

08/01/08

PSP

Adv

06/30/09

PSP

01/31/09

Exam/Comm

05/17/09

01/31/08

10/31/08
PSP Early Resignation Computation

What is the effective resignation date for a faculty member who resigns on 10/31/08?

1. **Number of days worked**
2. % of days worked
3. Total days earned
4. Effective date of resignation

Days worked from 08/18/08 to 10/31/08

Break down month by month:
- 08/18/08 to 08/31/08 = 14 days
- September = 30 days
- October = 30 days

Actual days worked = 74 days
PSP Early Resignation Computation

What is the effective resignation date for a faculty member who resigns on 10/31/08?

1. Number of days worked
2. % of days worked
3. Total days earned
4. Effective date of resignation

74 days worked ÷ 135 duty days (sem) = 0.5481 of the semester worked
PSP Early Resignation Computation

What is the effective resignation date for a faculty member who resigns on 10/31/08?

1. Number of days worked
2. % of days worked
3. **Total days earned**
4. Effective date of resignation

- 0.5481 x 180 (6 months of prorated sal) = 98.658, round up to = 99
- 99 total days earned (6 month period)

Fall (180 Days Paid)

- Fall (135 Duty Days)

08/01/08
Adv
PSP
08/18/08
08/18/08
74 actual days worked
0.5481
10/31/08
Exam/Comm
01/31/09
05/17/09
PSP
06/30/09
PSP Early Resignation Computation

What is the effective resignation date for a faculty member who resigns on 10/31/08?

1. Number of days worked
2. % of days worked
3. Total days earned
4. Effective date of resignation

11/08/08

99 days earned of PSP (6 months)
-74 actual days worked
-17 advance days (August 1 thru 17)
8 additional duty days to pay

Note: In “remarks” on the PNF, add “Includes all prorata summer pay.”
## Work Location

**Employee Status:** Terminated  
**Action Date:** 03/23/2009  
**Job Ind:** Primary Job  
**UH Eff Date:** 11/09/2008  
**Eff Seq:** 0  
**Action/Reason:** Termination  
**Position Number:** 0085224  
**Position Management Record**

### Employment Data

- **Company:** BOR  
  - UH - Board of Regents
- **Business Unit:** UHPSS  
  - Univ of Hawaii PeopleSoft Sys
- **Department:** 22191600  
  - EDUC TECHNOLOGY
- **Location:** MAN  
  - Manoa
- **Supervisor ID:**  
  - DEAN (UHM), EDUCATION
- **Reports To:** 0089015  
  - Sorensen, Christine K
- **ID:** 17727887

### Payroll

- **Establishment ID:** SW
- **Island Code:** 2
- **Unit Code:** 01
University Of Hawaii Payroll Notification Form

SSN: 333-44-7777  Name: Faculty, Early Sep
P#8: WP: 220
Sex: F  Marital status: S  Fed Exempt: 2  State Exempt: 2  Pay class: SM
Retifica: 2  H  Ist: 2  Visa: PR  Tenure: PPR 2013  1900
Appointment period from: 08/01/2008  To: 07/31/2010  PSP: 07/31
UH Appt dt: 08/01/2008

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22191500  C OF EDUC / EDUC TECHNOLOGY /

From: Position Title  F/T Mon  To: Position Title  F/T Mon
Pos No  Grade Stp  Percent  Bu  Pos No  Grade Stp  Percent  Bu

|        | Position Title  | F/T Mon
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Annual: 64,000.00  Semi-mo: 2,556.67

Pay Type  Account Code  Percent  Semi month amt  NTE Date  Position Number
BASER  09 024 F 121 B 259  1.00000  2,556.67

Remarks: Last day of work = 10-31-08. Includes all prorata summer pay.
The above appointment is contingent on the availability of funds, and visa provisions when applicable. It is certified that the appointment is in compliance with Board of Regents policies and applicable statutes and regulations. In the event that service does not continue throughout the term, if any be specified, the salary due will be based upon the period of actual service.

I certify that, to the best of my knowledge, the appointment or personnel transaction(s) shown above is/are in compliance with Board of Regents policies and all applicable statutes and regulations.

Approving Officer Signature/Date
Approving Officer Signature/Date
Fiscal Officer Signature/Date
Appointing Officer Signature / Date
Leave Without Pay (LWOP)

If LWOP is from 10/31/08 to 12/04/08, how many days should be deducted?

1. Number of days missed
2. % of duty days not worked
3. Total days not earned
4. Number of days deducted

360 Days Paid

270 Duty Days

8/18/08

8/1/08

10/31/08

12/04/08

5/17/09

7/31/09

Adv
PSP

LWOP

PSP

Adv
PSP
Leave Without Pay (LWOP)

If LWOP is from 10/31/08 thru 12/04/08, how many days should be deducted?

1. **Number of days missed**
2. % of duty days not worked
3. Total days not earned
4. Number of days deducted

Days missed from 10/31/08 thru 12/04/08

Break down month by month:

- 10/31/08 – 10/31/08 = 1 day
- November = 30 days
- 12/01/08 – 12/04/08 = 4 days
- Total days missed = 35 days

360 Days Paid

35 Days

270 Duty Days

8/18/08

8/18/08

10/31/08

10/31/08

12/04/08

12/04/08

5/17/09

5/17/09

7/31/09

7/31/09

Adv

Adv

PSP

PSP
Leave Without Pay (LWOP)

If LWOP is from 10/31/08 thru 12/04/08, how many days should be deducted?

35 days missed ÷ 270 duty days = 0.1296 of the 9 months not earned

1. Number of days missed
2. % of duty days not worked
3. Total days not earned
4. Number of days deducted
Leave Without Pay (LWOP)

If LWOP is from 10/31/08 thru 12/04/08, how many days should be deducted?

1. Number of days missed
2. % of duty days not worked
3. **Total days not earned**
4. Number of days deducted

- 360 Days Paid
- 270 Duty Days

**35 Days LWOP 0.1296**

0.1296 × 360 (12 months of prorated salary) = 46.656, drop decimals to = 46

46 total unearned days (12 month period)
Leave Without Pay (LWOP)

If LWOP is from 10/31/08 thru 12/04/08, how many days should be deducted? **11 additional days**

1. Number of days missed
2. % of duty days not worked
3. Total days not earned
4. **Number of days deducted**

- 35 Days LWOP
- 0.1296
- 46 total unearned days (12 month period)
- Less 35 LWOP days
- = 11 additional days to deduct

8/1/08
8/18/08
10/31/08
12/04/08
5/17/09
7/21/09
7/31/09

7/21/09
7/31/09

PSP

Adv

PSP

11 Days LWOP
**Work Location**

**Employee Status:** Leave of Absence  
**Effective Date:** 10/31/2008  
**Action Date:** 03/23/2009  
**Action / Reason:** Leave of Absence

**Position Number:** 0084491T  
**Position:** ASST PROF, UHM, 9-MO

**Company:** BOR  
**Business Unit:** UHPSS

**Department:** 22111200  
**Location:** MAN

**Establishment ID:** SW  
**Island Code:** 2  
**Unit Code:** 01

---

**Job Data**

**Employment Data**  
**Earnings Distribution**  
**Benefits Program Participation**
University Of Hawaii

Payroll Notification Form

SSN: 333-77-5555 Name: Faculty, LWOP
P/N: F54 Doc no: 380949
W/B: 136 Employee ID: 18144455
Fed Exempt: 0 State Exempt: 0 Pay class: SM
Marital status: M Tenure: FNT
Visa: 

Appointment period from: 08/01/2008 to 07/31/2009
PSP: 07/31
UH Appl Id: 08/01/2008

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2211200 CARTS & HUM / ART DEPT /

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Annual: 30,000.00  Semi-ann: 1,250.00

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<th>Position Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>BASER</td>
<td>S 09 306 F 241 B 349</td>
<td>0.50000</td>
<td>625.00</td>
<td>07/31/2009</td>
<td>0084491T</td>
</tr>
<tr>
<td>BASER</td>
<td>S 09 306 F 247 B 229</td>
<td>0.50000</td>
<td>625.00</td>
<td>07/31/2009</td>
<td>0084491T</td>
</tr>
</tbody>
</table>

Remarks: LWOP for personal reasons eff 10-31-08 thru 12-04-08.
The above appointment is contingent on the availability of funds, and visa provisions when applicable. It is certified that the appointment is in compliance with Board of Regents policies and applicable statutes and regulations. In the event that service does not continue throughout the term, if any be specified, the salary due will be based upon the period of actual service.

I certify, to the best of my knowledge, the appointment or personnel transaction(s) shown above is/are in compliance with Board of Regents policies and all applicable statutes and regulations.

Approving Officer Signature/Date

Approving Officer Signature/Date

Fiscal Officer Signature/Date

Appointing Officer Signature / Date
Employee Status: Active
Action Date: 03/23/2009
Job Ind: Primary Job
Effective Date: 12/05/2008
Action / Reason: Return from Leave
Position Number: 0084491T
Appt Per From: 08/01/2008
To: 07/20/2009
PSP: 07/20
BOR Title
Company: BOR
Business Unit: UHPSS
Department: 22111200
Location: MAN
Supervisor ID: MAN
Reports To: 
ID: 
Establishment ID: SWV
Island Code: 2
Unit Code: 01

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation
University Of Hawaii

Payroll Notification Form

SSN: 333-77-5555  Name: Faculty, LWOP

Fed Exempt: 0  State Exempt: 0  Pay class: SM

Appointment period from: 08/01/2008  To: 07/20/2009  PSP: 07/20

P/L: 710  Rtn Fr Lwop - Para Reasons  Effective Date: 12/05/2008

Position Title: ASST PROF, UHM, S-MO  Grade Stp: 0084491T

Annual: 30,000.00  Semi-mo: 1,250.00

Pay Type  Account Code  Percent  Semi month amnt  NTE Date  Position Number
BASE  S 09 306 241B 349  0.50000  625.00  0731/2009  0084491T
BASE  S 09 306 247B 229  0.50000  625.00  0731/2009  0084491T

Remarks: Return from LWOP personal 10-31-08 thru 12-04-08. To go on LWOP-no prorata summer pay 07-21-09 to 07-31-09.

The above appointment is contingent on the availability of funds, and visa provisions when applicable. It is certified that the appointment is in compliance with Board of Regents policies and applicable statutes and regulations. In the event that service does not continue throughout the term, if any be specified, the salary due will be based upon the period of actual service.

I certify that, to the best of my knowledge, the appointment or personnel transaction(s) shown above is/are in compliance with Board of Regents policies and all applicable statutes and regulations.

Approving Officer Signature/Date

Approving Officer Signature/Date

Fiscal Officer Signature/Date  Appointing Officer Signature / Date
# Payroll Notification Form

**University Of Hawaii**

**Name:** 333-77-8655  
**Sex:** F  
**Marital status:** M  
**Fed Exempt:** 0  
**State Exempt:** 0  
**Pay class:** SM  
**Appointment period from:** 07/21/2009  
**To:** 07/31/2009  
**Effective Date:** 07/21/2009  
**Position Number:** 0084491T

<table>
<thead>
<tr>
<th>Description</th>
<th>Partial</th>
<th>Position Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lwop - No Prorata Summer Pay</td>
<td>07/20</td>
<td>0084491T</td>
</tr>
</tbody>
</table>

**Department:** CARTS & HUM / ART DEPT /

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>F/T Mon</th>
<th>Position Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASST PROF, UHM, 9-MO</td>
<td>07/21/2009</td>
<td>5,000.00</td>
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</table>

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<thead>
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<th>Semi-monthly</th>
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<td>1,250.00</td>
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<table>
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<th>Percent</th>
<th>Semi-monthly Amt</th>
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<th>Position Number</th>
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<tr>
<td>BASER</td>
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<td>0.50000</td>
<td>625.00</td>
<td>07/31/2009</td>
<td>0084491T</td>
</tr>
<tr>
<td>BASER</td>
<td>00306 F 247 B 229</td>
<td>0.50000</td>
<td>625.00</td>
<td>07/31/2009</td>
<td>0084491T</td>
</tr>
</tbody>
</table>

**Remarks:** LWOP no psp 07-21-09 thru 07-31-09

The above appointment is contingent on the availability of funds, and visa provisions when applicable. It is certified that the appointment is in compliance with Board of Regents policies and applicable statutes and regulations. In the event that service does not continue throughout the term, if any be specified, the salary due will be based upon the period of actual service.

I certify that, to the best of my knowledge, the appointment or personnel transaction(s) shown above is/are in compliance with Board of Regents policies and all applicable statutes and regulations.

**Approving Officer Signature/Date**  
**Approving Officer Signature/Date**  
**Fiscal Officer Signature/Date**  
**Appointing Officer Signature / Date**
### Work Location

**Employee Status:** Leave of Absence  
**Action Date:** 03/23/2009  
**Job Ind:** Primary Job  
**Effective Date:** 07/21/2009  
**Action/Reason:** Leave of Absence  
**Eff Seq:** 0  
**PSP:** 07/20  
**Position Number:** 0084491T  
**Position:** ASST PROF, UHM, 9-MO

### Company
- **Company:** BOR - UH - Board of Regents
- **Business Unit:** UHPSS - Univ of Hawaii PeopleSoft Sys
- **Department:** 22111200 - ART DEPT
- **Location:** MAN - Manoa

### Supervisor ID
- **ID:** MAN

### Employment Data
- **Establishment ID:** SWY
- **Island Code:** 2
- **Unit Code:** 01

---

**Job Data**  
**Employee ID:** 18144455  
**Empl Rd#:** 0  
**Note:** Future
**Work Location**

**Employee ID:** 18144455

**Employee Status:** Active

**UH Eff Dt:** 08/01/2009

**Action / Reason:** Return from Leave

**Action Date:** 03/23/2009

**Job Ind:** Primary Job

**Eff Seq:** 0

**SUS**

**Approve**

**Appt Per From:** 08/01/2009

**To:** 07/31/2010

**PSP:** 07/31

**Position Number:** 0084491T

**Position:** ASST PROF, UHM, 9-MO

**Company:** BOR

**UH - Board of Regents**

**Business Unit:** UHPSS

**Univ of Hawaii PeopleSoft Sys**

**Department:** 22111200

**ART DEPT**

**Location:** MAN

**Manoa**

**Establishment ID:** SWV

**Island Code:** 2

**Unit Code:** 01
University Of Hawaii

Payroll Notification Form

Ssn: 333-77-5555
Name: Faculty, LWOP
Fed Exempt: 0
State Exempt: 0
Pay class: SM
Prt no: F54
Wd: 130
Sex: F
Marital status: M
Ret/FICA: 2
Ist: 2
Visa:
Tenure: FT
Appoint period from: 08/01/2009
To: 07/31/2010
PSP: 07/31

P/A Description Effective Date Partial Position Number
RFL 745 Ret Fr LWOP-No Prorata Smrr P 08/01/2009

22111200 CARTS & HUM / ART DEPT /

From: Position Title To: Position Title F/F Mon
Pos No Grade Stp Percent Bu Pos No Grade Stp Percent Bu
ASST PROF. UHM, 9-M0 5,000.00
0084491T 13M09 * 0.500000 07

Annual: 30,000.00 BU: 07
Semi-mo: 1,250.00 FTE: 0.50000

Pay Type Account Code Percent Semi month amt NTE Date Position Number
BASER S 09 306 F 241 B 349 0.50000 625.00 07/31/2009 0084491T
BASER S 09 306 F 247 B 229 0.50000 625.00 07/31/2009 0084491T

Remarks: Return from LWOP-no psp 07-21-09 thru 07-31-09. The above appointment is contingent on the availability of funds, and visa provisions when applicable. It is certified that the appointment is in compliance with Board of Regents policies and applicable statutes and regulations. In the event that service does not continue throughout the term, if any be specified, the salary due will be based upon the period of actual service.

Approving Officer Signature/Date

Approving Officer Signature/Date

Fiscal Officer Signature/Date

Appointing Officer Signature / Date
Level Pay Option (LVL)

- Commonly occurs for Spring Hires
- If faculty member does not provide 9 consecutive months of service, the employee must be placed on Leave Without Pay during the summer if the employment is continued the following semester.
- To avoid hardship of interrupted benefits and pay, the employee is given the option of spreading their salary over the pay periods from the initial hire through July 31
Level Pay Option

Spring (6 months)

6 months pay spread over 7 months

Spring (4.5 Months Duty)

01/01
01/05
05/17/09
06/30
LWOP 7/1 – 7/31
Fall Semester
08/01
Level Pay Option

Hired 01/01/09
Full Salary = 4,026 per month

4,026 x 6 months = 24,156 ÷ 7 months = 3,450.86 per month

4,026/month

Spring (4.5 Months Duty)

01/01/09
01/05/09
05/17/09
06/30/09
08/01/09

LWOP 7/1 – 7/31
Fall Semester
Employee Status: Active

UH Eff Dt: 01/01/2009

Action / Reason: Hire

Appt Per From: 01/01/2009

To: 07/31/2009

PSP: 07/31

Position Number: 00823466

BOR Title: ASST PROF, UHM, 9-MO

Company: BOR

UH - Board of Regents

*Business Unit: UHPSS

Univ of Hawaii PeopleSoft Sys

*Department: 2211200

ART DEPT

Location: MAN

Manoa

Supervisor ID:

Reports To:

ID:

Job Data Employment Data Earnings Distribution Benefits Program Participation
Sample Level Pay

Effective Date: 01/01/2009
Action / Reason: Hire

Pay Group: LVL
Employee Type: S
Warrant distribution: 102
Payroll number: F68

Level Pay Over 7 Months
Salaried

Retirement Code: 2
FICA Code: H
Pay Months per Year: 7.0000000
4,026 x 6 = \frac{24,156}{7} = 3,450.86
Payroll Notification Form

Sample, Level Pay

SSN: 111-23-4567  Name: Sample, Level Pay  PNF date: 08/05/2008
P/R: F68  WD: 102
Sex: M  Marital status: M  Fed Exempt: 0  State Exempt: 0
Ret/IFCA: 2  H  Vis: 2  Pay class: LVL
Appointment period from: 01/01/2009 To: 07/31/2009  PSP: 07/31

P/A Description Effective Date Partial Position Number
009 Exempt Appointment 01/01/2009  0 0082346

22111200 CARTS & HUM / ART DEPT /

From: Position Title  F/T Mon  To: Position Title  F/T Mon
Pos No Grade Stp Percent Bu Pos No Grade Stp Percent Bu
ASST PROF, UHM, 9-MO  0082346 13M69 1.00000 0

Annual: 41,410.32  BU: 07
Annual: Semi-mo: 1,725.43  FTE: 1.00000

Pay Type Account Code Percent Semi month amnt NTE Date Position Number
BASER G09024F118B829 1.00000 1,725.43

Remarks: Spring hire on level pay option 01-01-09 thru 07-31-09. Base monthly salary = $4,026.00.

The above appointment is contingent on the availability of funds and visa provisions when applicable. It is certified that the appointment is in compliance with Board of Regents policies and applicable statutes and regulations. In the event that service does not continue throughout the term, if any be specified, the salary due will be based upon the period of actual service.

I certify that, to the best of my knowledge, the appointment or personnel transaction(s) shown above is/are in compliance with Board of Regents policies and all applicable statutes and regulations.

Approving Officer Signature/Date

Approving Officer Signature/Date

Fiscal Officer Signature/Date

Appointing Officer Signature / Date
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<th>Field</th>
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<td>To</td>
<td>07/31/2010</td>
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<td>Position Number</td>
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<td>Position</td>
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<tr>
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<td>Business Unit</td>
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<td>Department</td>
<td>ART DEPT</td>
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<td>Location</td>
<td>Manoa</td>
</tr>
<tr>
<td>Supervisor ID</td>
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<td>Reports To</td>
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<tr>
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<td>Unit Code</td>
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<td>EmpID</td>
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<td>08/01/2009</td>
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<tr>
<td>To</td>
<td>07/31/2010</td>
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<tr>
<td>Pay Adjustment-Other</td>
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<tr>
<td>PSP</td>
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<td>NTE Date</td>
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**Job Data**

- Employment Data
- Earnings Distribution
- Benefits Program Participation
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<td>Change Amount:</td>
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<td>Compa-Ratio:</td>
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**Default Pay Components**
University Of Hawaii

Payroll Notification Form

SSN: XXX-XX-4567  Name: Sample, Level Pay
P/R: F68  WD: 102
Sex: M  Marital status: M  Fed Exempt: 0  State Exempt: 0  Pay class: SM
Ret/FICA: 2  H  Isl: 2  Visa: N/A

Appointment period from: 06/01/2009  To: 07/31/2010  PSP: 07/31

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>PAY 440  Pay Adjustment-Other</td>
<td>08/01/2009</td>
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<td>0082346</td>
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</table>

22111200  CARTS & HUM / ART DEPT /

From: Position Title  F/T Mon  To: Position Title  F/T Mon
Pos No  Grade Stp  Percent  Bu  Pos No  Grade Stp  Percent  Bu
ASST PROF, UHM, 9-MO  3,456.65  07  ASST PROF, UHM, 9-MO  4,026.00  07
0082346  I3M09  1.00000  07  0082346  I3M09  1.00000  07

Annual: 41,410.32  Annual: 48,312.00  BU: 07
Semimno: 1,725.43  Semimno: 1,725.43  FTE: 1.00000

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<tr>
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<th>Percent</th>
<th>Semi month amt</th>
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<td>0082346</td>
<td></td>
</tr>
</tbody>
</table>

Remarks: Pay adjustment to base pay after level pay option 01-01-09 to 07-31-09

The above appointment is contingent on the availability of funds, and visa provisions when applicable. It is certified that the appointment is in compliance with Board of Regents policies and applicable statutes and regulations. In the event that service does not continue throughout the term, if any be specified, the salary due will be based upon the period of actual service.

I certify that, to the best of my knowledge, the appointment or personnel transaction(s) shown above is/are in compliance with Board of Regents policies and all applicable statutes and regulations.

Approving Officer Signature/Date

Approving Officer Signature/Date

Fiscal Officer Signature/Date  Appointing Officer Signature / Date
A note on Folder Search
When an employee separates, look for such events as:
- LWOP
- Change in FTE
- Flip flops (from 9-mo to 11 mo or Executive and vice versa)
Lecturer based on paid days which include holidays

Late Hire
Early Separation
LWOP
Lecturer Late Hire Formula

Class Hours to be taught / class hours in the semester = % of class hours to be taught

Note: can count number of classes or number of class hours

% class hours taught * annual base salary = total compensation due Lecturer

Total compensation / balance of months to be paid in the semester = new monthly rate
Example: Late Hire Lecturer

Step 1: Calculate total amount due Lecturer

Example: 3 credits, $3,789/sem

Actual Start Date = 09-29-08

115 class hours to be taught / 195 total class hours in sem = .5897 of class to be taught

.5897 * $3,789 = $2,234.37 to be paid to lecturer
Step 2: Spread out amount over remaining pay periods

Remaining full pay periods = 10-01-08 to 01-16-09 = 7 pay periods

PS Work Location Panel:
Effective Date = 10-01-2008
Appt Period: 09-29-08 to 01-15-09

PS Payroll Panel: Pay Group = LC7 (Lecturer paid over 7 pp)

Compensation Panel:
Compensation Rate = 2,234.37
Comp Frequency = A (Annual)

PNF will reflect a monthly rate of
2,234.37 / 3.5 = 638.39
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<td><strong>Empl Rcd#:</strong> 0</td>
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<td><strong>Employee Status:</strong> Active</td>
<td><strong>Action Date:</strong> 03/18/2009</td>
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<tr>
<td><strong>UH Eff Date:</strong> 10/01/2008</td>
<td><strong>Job Ind:</strong> Primary Job</td>
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<tr>
<td><strong>Action / Reason:</strong> Hire</td>
<td></td>
</tr>
<tr>
<td><strong>Appt Per From:</strong> 09/29/2008</td>
<td><strong>To:</strong> 01/15/2009</td>
</tr>
<tr>
<td><strong>Position Number:</strong> 0004LECA</td>
<td><strong>PSP:</strong></td>
</tr>
<tr>
<td><strong>Position:</strong> LECTURER A, UHM &amp; H&amp;WO</td>
<td><strong>NTE Date:</strong> 01/15/2009</td>
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<tr>
<td><strong>BOR Title:</strong></td>
<td><strong>Position Management Record:</strong></td>
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<td><strong>Company:</strong> BOR</td>
<td><strong>UH - Board of Regents</strong></td>
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<tr>
<td><strong>Business Unit:</strong> UHPSS</td>
<td><strong>Univ of Hawaii PeopleSoft Sys</strong></td>
</tr>
<tr>
<td><strong>Department:</strong> 22111200</td>
<td><strong>ART DEPT</strong></td>
</tr>
<tr>
<td><strong>Location:</strong> MAN</td>
<td><strong>Manoa</strong></td>
</tr>
<tr>
<td><strong>Supervisor ID:</strong></td>
<td><strong>Establishment ID:</strong> MA</td>
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<tr>
<td><strong>Reports To:</strong></td>
<td><strong>Island Code:</strong> 2</td>
</tr>
<tr>
<td><strong>ID:</strong></td>
<td><strong>Unit Code:</strong> 01</td>
</tr>
</tbody>
</table>
**Payroll**

**Effective Date:** 10/01/2008  
**Effective Sequence:** 2  
**Job Indicator:** Primary Job  
**Action / Reason:** Hire  
**Exempt Appointment:** Future

### Payroll for North America

**Pay Group:** LC7  
**Employee Type:** Salaried  
**Warrant distribution:** 105  
**Payroll number:** F94  
**Retirement Code:** 2  
**FICA Code:** Z  
**Pay Months per Year:** 3.5000000

---

**Job Data**

- Employment Data
- Earnings Distribution
- Benefits Program Participation
**University Of Hawaii**

**Payroll Notification Form**

- **SSN:** 111-33-5555
- **Name:** Lecturer, Late Hire
- **P/N:** P94
- **WD:** 105
- **Sex:** F
- **Marital status:** S
- **Fed Exempt:** 2
- **State Exempt:** 2
- **Visa:** F1
- **Appointment period from:** 09/20/2008
- **To:** 01/15/2009
- **PIA:** HIR 009
- **Description:** Exempt Appointment
- **Effective Date:** 10/01/2008

---

**22111200**

**C ARTS & HUM / ART DEPT /**

<table>
<thead>
<tr>
<th>From Position Title</th>
<th>F/T Mon</th>
<th>To Position Title</th>
<th>F/T Mon</th>
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</thead>
<tbody>
<tr>
<td>Pos No</td>
<td>Grade Slp</td>
<td>Percent</td>
<td>Bu</td>
</tr>
<tr>
<td>LECTURER, UHM &amp; H&amp;WO</td>
<td>0004LECA LA</td>
<td>03</td>
<td>0.21429</td>
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**Annual**

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<th>Semi month amt</th>
</tr>
</thead>
<tbody>
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<td>BASER</td>
<td>09 024 F 119 B 319</td>
<td>1.00000</td>
<td>319.20</td>
</tr>
</tbody>
</table>

---

**Remarks:** Late Hire Lecturer, paid over 7 pay periods. Actual start date: 09-29-08. The above appointment is contingent on the availability of funds, and visa provisions when applicable. It is certified that the appointment is in compliance with Board of Regents policies and applicable statutes and regulations. In the event that service does not continue throughout the term, if any be specified, the salary due will be based upon the period of actual service.

---

**Approving Officer Signature/Date**

**Fiscal Officer Signature/Date**

**Appointing Officer Signature / Date**
Lecturer Early Separation Formula

- Class Hours taught / class hours in the semester = % of class hours taught

- % class hours taught * annual base salary = total amount due lecturer

- Total amount due lecturer less actual amount already paid to date = balance still owed to the lecturer

- Monthly rate / number of paid days (includes holidays) in the month = daily rate

- Total compensation due / daily rate = number of additional days to pay beyond last paid day.
Example: Lecturer – Early Separation

Step 1: Calculate total amount due Lecturer

Example: 3 credits, $842/month, $3,789/sem

Actual last work day = 09-29-08

Number of classes taught / total number of classes in semester = % taught

10 / 33 = .3030

.3030* 3789 = 1148.07 due lecturer for what was taught
Step 2: Compute was what already paid to calculate remainder due lecturer

First half of September = paid $421.00

Outstanding = $1,148.07 – $421 = $727.07 due lecturer

Step 3: Compute daily rate

Number of paid days in month of September = 22 days

Monthly rate / paid days in month = $842 / 22 = $38.27 daily rate
Step 4: Calculate how many more days due lecturer beyond last paid day

$727.07 / $38.27 = 18.998 work days due lecturer beyond last paid day

September 16 + 18.998 days = October 10, 2008
(partial .998) adjusted last day of pay.

Partial day indicates what percent of the day to PAY. Ex: pay for 75% of a day is entered in p/s PNF maintenance panel as 750 w/o decimal point.
PS Work Location panel: Effective date = 10-11-2008 (PNF minuses one day)

PNF: Include Remarks: Last work date 09-29-08; pay from 09-01-08 to 10-10-08 (partial day pay .998).
**Employee Status:** Terminated
**Action Date:** 03/18/2009
**Job Ind:** Primary Job

**UH Eff Dt:** 10/11/2008
**Eff Seq:** 800
**Resignation**

**Appt Per From:** 08/25/2008
**To:** 01/15/2009
**PSP:**

**Position Number:** 0002LECA
**LECTURER, CC, A**

**Company:** BOR
**UH - Board of Regents**

**Business Unit:** UHPSS
**Univ of Hawaii PeopleSoft Sys**

**Department:** 22111200
**ART DEPT**

**Location:** MAN
**Manoa**

**Supervisor ID:**

**Reports To:**

**ID:**

**Establishment ID:** MA
**Island Code:** 2
**Unit Code:** 01
**Lecturer, Early Sep**

- **EmplID:** 10924805

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**Actions in suspend**

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**Print PNF (New)**
University Of Hawaii

Payroll Notification Form

SSN: 999-88-7777  Name: Lecturer, Early Sep
P/R: F95  WD: 921
Sex: F  Marital status: S  Fed Exempt: 2  State Exempt: 2
Ret/FICA: N  K  Visa: PR  Tenure: N/A  N/A
Appointment period from: 08/25/2008 To: 01/15/2009
UH Appt dt: 09/01/2008

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221112000  C ARTS & HUM / ART DEPT /

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Annual: 3,759.00
Semi-mo: 421.00

Pay Type | Account Code | Percent | Semi month amt |
---------|--------------|---------|----------------|
BASER    | G 09 054 F 138 K 779 | 1.00000 | 421.00 |

BU: 67  FTE: 

Remarks: Last work day 9-29-08; pay from 9-1-08 to 10-10-08 (pay partial day 998).

The above appointment is contingent on the availability of funds and visa provisions when applicable. It is certified that the appointment is in compliance with Board of Regents policies and applicable statutes and regulations. In the event that service does not continue throughout the term, if any be specified, the salary due will be based upon the period of actual service.

I certify that, to the best of my knowledge, the appointment or personnel transaction(s) shown above is/are in compliance with Board of Regents policies and all applicable statutes and regulations.

Approving Officer Signature/Date
Lecturer LWOP Formula

- Class Hours missed / class hours in the semester = % of class hours missed in semester

- % of class hours missed * annual salary = total amount not earned due to LWOP

Compute daily rate

- Total amount not earned / daily rate

= number of paid days on LWOP
Example Lecturer on LWOP

Step 1: Calculate % of semester missed

Example: 6 credits, $2,024 /month, $9,108/sem

Actual LWOP: 10-14-08

Total hours missed = 2.5 hours
Total in semester = 77.50

2.5 / 77.5 = .0323 of semester missed

Step 2: Calculate total amount lost due to LWOP

.0323 * 9108 = 294.19
Step 3: Convert this into paid days lost by using daily rate

Daily Rate = \( \frac{2024}{23} = \$88 \) daily rate

\( \frac{294.19}{88} = 3.343 \) days without pay

= LWOP 10-14-08 to partial 10-17-08

return 10-17-08 partial day pay = 657
Lecturer, LWOP

SSN: 555-66-7777  Pnf date: 03/18/2009  Pnf time: 3:54:46PM  Doc no: 380941
P/R: F95  WD: 933

Sex: F  Marital status: M  Fed Exempt: 4  State Exempt: 3  Pay class: LCT
Ret/fica: N  K  Isl: 2  Visa:
Tenure: N/A

UH Appt dt: 09/01/2008  Appointment period from: 08/25/2008  To: 01/15/2009
BU 67

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Print PNF (*New*)
## Payroll Notification Form

**University Of Hawaii**

**Name:** Lecturer, LWOP

**SSN:** 555-66-7777  
**P/R:** F95  
**WD:** 933  
**Sex:** F  
**Marital status:** M  
**Fed Exempt:** 4  
**State Exempt:** 3  
**Employee ID:** 10547641  
**Pay class:** LCT  
**PNF date:** 03/18/2009  
**Doc no:** 360941  
**Appointment period from:** 08/25/2008  
**To:** 01/15/2009  
**PSP:** N/A  
**EH Appt dt:** 09/01/2008

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22111200  
C ARTS & HUM / ART DEPT /

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Remarks: Actual LWOP-Personal: 10-14-08; for prorating pay = 10-14-08 to 10-17-08 (pay partial day .657)

The above appointment is contingent on the availability of funds, and visa provisions when applicable. It is certified that the appointment is in compliance with Board of Regents policies and applicable statutes and regulations. In the event that service does not continue throughout the term, if any be specified, the salary due will be based upon the period of actual service.

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