

## Overview

The UF Summer Job Review File is used to create summer appointments for active UF 9-month faculty and graduate assistants. This instructional guide provides important dates associated with preparing the file and information on how to create summer job transactions. To access the UF Summer Job Review File, you must either have the **UF\_EPAF\_Department Admin** or **UF\_EPAF\_Level 1 Approver** security role.

## Important Dates

- **April 19, 2024:** The UF Summer Job Review File is available to the departments to enter their summer appointments.
- **May 10, 2024:** Last day file is available for departments to enter information. After this date, any changes or corrections will then need to be made using the appropriate ePAF.
- **May 13, 2024** UFHR will review and approve transactions before the Summer Job Review File is applied to Job Data.
- **May 14, 2024:** Summer jobs will be applied to the employee's Job Data record.

**Note: A termination row will automatically be added concurrently to start date row.**

For example, an employee for Term C, will have the following two rows:

- Start date of the summer appointment effective 5/15/2024
- Termination date of summer appointment effective 8/16/2024

An employee's time and labor record is activated and inactivated based on the start and end dates of the summer appointment.

- **May 14, 2024:** Job data is available for departmental review. Any changes or corrections will need to be made using the appropriate ePAF.
- **Before May 23, 2024:** Summer distributions must be completed for the impacted employees before the end of the pay period of 5/10/24 - 5/23/24.

## To access the UF Summer Job Review File:

- Log in to the myUFL portal, using your GatorLink username and password (<http://my.ufl.edu>).
- Follow the navigation:
  - Main Menu>Human Resources>Workforce Administration > Job Information> UF Summer Job Review
- Enter the current **Calendar Year**. For example: 2024
- Enter your **Department ID**. For example: 62%
- Click the **Search** button

On the UF Summer Job Review page, three tabs will be provided: Summer Job Data, 9 Month Job Data and Audit Data. You may display all three tabs at once, if desired, by clicking the "View All Columns" icon.

## Instruction Guide UF Summer Job Review File

Calendar Year 2018							
Department 18020000 ED-OFFICE OF EVALUATION / RES							
Find   View All					First ◀ 1-3 of 3 ▶ Last		
Summer Job Data		9 Month Job Data		Audit Data			
Process	Empl ID	Name	*Term	*Department	Job Code	*FTE	Annual Rate
<input checked="" type="checkbox"/>			Summer A	18020000	001336	0.50000	20,000.00000
<input checked="" type="checkbox"/>			Summer A	18020000	001336	0.50000	20,000.00000
<input type="checkbox"/>							

### Summer Job Data tab

- Indicate which employees should be hired on a summer appointment by clicking the checkbox to the left of the employees' names under the **Process** column heading.
- Select the summer semester under the **Term** column heading the employee should be hired.
  - Note:** Only a full term may be selected, i.e., Term A, Term B, or Term C.
- Enter the FTE the employee will be working for the summer term selected under the **\*FTE** column.

### Salary Column

- Enter the FTE and annual rate for the summer job. The system does not calculate the rate based on FTE entered and must be calculated by the hiring department.
- Graduate Assistant salaries must be in compliance with the established minimum salaries.
- The annual rate is based on 19.5 pay periods and should not be the amount due to the employee for the summer pay period.

### How to Calculate Annual Rate for Summer Appointments

$$\frac{\text{Payout Amount for the semester}}{\text{Number of Pay Periods in the semester}} \times 19.5 = \text{Annual Rate}$$

Summer A = 3.3 Pay Periods    Summer B = 3.4 Pay Periods  
 Summer C = 6.7 Pay Periods

### Example

For Summer B your department wants to pay the employee a total of \$5000

$$\frac{\$5000}{3.4} \times 19.5 = \$28,676.47$$

### Completing the Summer Appointment Process

- Verify the box is checked next to the name of the employee you wish to appoint for summer.
- Click **Save** after updating the data and checking the **Process** box.
  - During the period of **April 19st through May 10th**, departments may make changes to a saved item and re-save. Always save before leaving the screen and closing the file.

**9-Month Job Data tab**

- This tab provides information about the employee’s 9-month appointment.

**The Audit Data tab**

- This tab provides information related to when the Summer Job Review File was edited and by whom.

**Allowable Changes in the Summer File**

- Changes to department IDs may be completed through the file by entering the new department ID in the “**Department**” heading field.
- Graduate Assistant title changes **may** be completed on the Summer Job Review File by updating the job code. Click on the magnifying glass view icon, then select the new job code from the list provided.
  - Departments are responsible for ensuring that the graduate assistant meets the requirement for the new title. For all title changes, a new signed letter of offer with the new title must be stored at the department level.

**ALERT!**

- Faculty title changes **cannot** be completed on the Summer Job Review File. If there is a need to change a faculty title, the action must be completed via an ePAF with the appropriate documentation sent to Employment Operations & Records.

**Distributions**

- Departments must complete summer distributions for their employees.
- Distributions must be completed before the end of the pay period for 5/10/24-5/23/24.

**Additional Scenarios**

- If the employee is only being appointed for part of a summer term, then an ePAF transaction must be processed.

Example

John Doe is being appointed beginning 6/12/24; his appointment is ending on 6/30/24. This appointment would need to be processed using the appropriate ePAF.

- If an employee is not listed in the Summer Job Review File, the appointment will need to be processed using the appropriate ePAF.

**Questions?**

Please contact Employment Operations & Records via email at [ufhr-employment@ufl.edu](mailto:ufhr-employment@ufl.edu) or via phone at (352) 273-1079.