

## INSTRUCTIONS FOR

**Summer Session Appointments (Blue Sheets)**  
**(For Staff on Modified Annual Plan)**

**Summer Other Academic Appointments (Pink Sheets)**

The Summer Session (Blue Sheets) and Summer Other Academic (Pink Sheets) are intended to be used only for appointments which run between the inclusive dates of June 1 and August 31. Appointments which either begin earlier or end later than these dates should be submitted on the appropriate individual appointment form. No Graduate Student Appointments can be submitted on these Summer sheets. They must be submitted on the regular Graduate Student Staff Appointment form.

**Definition** An appointment, as defined for these purposes, is an uninterrupted work period. To illustrate, we have Employee #1 and Employee #2 both of whom will receive a \$2,000 Summer Session payment on the July Staff payday. Each will perform a work period equal to two months. Employee #1 will work an uninterrupted period from June 1 to July 30. Employee #1 will have one appointment for \$2,000 submitted with dates of 6/1 - 7/30. Employee #2 will work the months of June and August, or an interrupted work period. Consequently, Employee #2 will have two \$1,000 appointments submitted, one with dates of 6/1 - 6/30 and the other with dates of 8/1 - 8/30. (This definition

**Preparation** Each sheet should be prepared in triplicate. One copy will be retained by the department and two will be forwarded to the Dean's Office. The Dean will retain one copy and forward the original to the Faculty and Academic Staff Records Office. F.A.S.R.O. will retain a photocopy for their records, send a photocopy to the Summer Session Office for review by that department, and send the original to the Payroll Office for

### 1) Employee

**Information** Appointments should be listed by employee, alphabetically by rank. For a new employee only is it necessary to list social security number and visa type (if applicable). If new employees complete tax withholding certificates, please staple them to the Payroll Office copy of the form. Also, indicate whether the appointment being submitted is a new appointment or a change to a previously submitted appointment. It is not necessary to show the appointment as it was originally submitted. Instead show the complete Summer appointment structure for the individual after the change has been made.

2) The fourth column is entitled "Annual Salary" on the Summer Session form and "Monthly Rate" on the Summer Other Academic form. This is the only format difference between the forms and each is explained as follows:

Annual Salary - the annual salary inserted here must be the new salary effective the forthcoming July 1.

Monthly Rate - the monthly rate of pay should be inserted for informational purposes and is not considered to be a critical piece of data.

3) Total for Appointment - Total amounts for appointments should be calculated for each uninterrupted work period. For Summer Other Academic, amounts will be determined by each department. For Summer Session, amounts should be computed in accordance with the following method.

$$\frac{\text{Annual Salary}}{9} \times \text{work period} \times \text{percent of time spent} \quad 9 \text{ mos}$$

The Institute observes a 360-year day or twelve 30-day months. Therefore payments for other than whole months should be calculated on exact dates.

Examples:

A) 1 1/2 months at full time July 1 - Aug. 15:  $\frac{\$9000}{9} \times \frac{45}{30} \times 100\% = \$1500$

B) 2 months at half time June 1 - July 30:  $\frac{\$9000}{9} \times \frac{60}{30} \times 50\% = \$1000$

C) 47 days at full time July 1 - Aug. 17:  $\frac{\$9000}{9} \times \frac{47}{30} \times 100\% = \$1567$

D) 1 month at full time July 1 - July 30:  $\frac{\$9000}{9} \times \frac{30}{30} \times 100\% = \$1000$

1 week not worked Aug. 1 - Aug. 7:

2 weeks at full time Aug. 8 - Aug. 21:  $\frac{\$9000}{9} \times \frac{14}{30} \times 100\% = \$467$

(Note: example #D is an interrupted work period and must be submitted as two appointments.)

Appointment totals for Summer Session payments should be rounded to a whole dollar amount.

Total compensation for Summer Session for any one individual cannot exceed 3/9 of his or her regular academic year's salary. Total compensation for the Summer period (Summer Session plus fixed fee) for any one individual cannot exceed 4/9 of his or her regular academic year's salary. Exceptions to either conditions require the orior approval of the Provost.

4) Percent of Time Spent - This refers to the amount of effort devoted by the individual to the appointment. This figure should be quoted as a percentage and not a fraction.

Example: Full Time = 100  
Half Time = 50  
One-Third Time = 33.33

5) Dates - These dates apply to work dates and not pay dates. It is not necessary to indicate the pay dates in as much as all Summer Session payments are made on the July staff pay day and all Summer Other Academic payments are made based on actual work dates; that is, the earliest "From" date and the latest "Thru" date. Summer Other Academic are paid in June for that portion of the work performed in June, are paid in July for that portion of the work performed in July, and are paid in August for that portion of the work performed in August. Therefore these dates are significant as they relate to the account to be charged for that period.

6) Account Number - Enter the account number to be charged for the period of time indicated. If the department wishes to include the object code they may do so; however, it is not necessary unless the "off campus" code is to be used. In the case of Special Summer Programs, object code 400065 for Faculty and object code 400150 for Other Academic should be entered. The object codes for the Summer Session blue sheets are 400005 (400070 if Off Campus) for Professorial ranks, and 400050 (400115 if Off Campus) for Instructors and Senior Lecturers.

7) Percent - Enter the percentage of the total appointment amount to be charged to the account indicated during the period indicated. This area must be completed and should be quoted as a percentage, not a fraction.

8) Amount to O.S.P. - Completion of these areas is optional. They were provided as a convenience to the departments.

Amount to  
Funds  
Amount to  
General  
Totals

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### INSTRUCTIONS FOR SPECIAL SUMMER PROGRAMS

Pink sheets are due in the Payroll Office by the first day of the month in which the payment is due. Blue sheets are due in the Payroll Office AS SOON AS POSSIBLE. Your cooperation in meeting these deadlines will help to insure accurate and timely payments.

Massachusetts Institute of Technology  
**Summer Session Payments**  
 To Staff on Modified Annual Plan

Physics

Department

1976  
 Fiscal Year

May 4, 1975  
 Date

3  
 Page No.

#1		#2	#3	#4	#5	#6	#7	#8				
New Appt. or Change Appt.	S.S. #	Name	Annual	Total for	% of Time Spent	Dates		Distribution				
	Visa Type	Rank	Salary	Apptmt.		From	Thru	Acct. No.	%	Amt. To O.S.P.	Amt. To Funds	Amt. To General
New		Frederick Irving	9000	1500	100	7/1	8/15	77777.220	100	1500		
		Professor										
New	123456789	Joseph Aar	9000	1000	50	6/1	7/30	11111.220	50			500
	J-1	Assoc. Prof.				6/1	6/30	22222.220	50		250	
						7/1	7/30	73333.220	50	250		
Change		Laurence A. Sessor	9000	1567	100	7/1	7/30	77777.220	100	1000		
		Assoc. Prof.				8/1	8/17	73333.220	100	567		
Change		Wallace Sauer	9000	1000	100	7/1	7/20	22222.220	100		667	
		Assist. Prof.				7/21	7/30	22222.220	50		167	
						7/21	7/30	77777.220	33.33	111		
						7/21	7/30	73333.220	16.67	55		
Change		Wallace Sauer	9000	233	100	8/8	8/14	22222.220	100		233	
		Assist. Prof.										
New		Edward Fidalgo	9000	500	100	7/1	7/15	77777.220	50	250		
		Assist. Prof.				7/1	7/15	73333.220	50	250		
New		Edward Fidalgo	9000	1000	100	8/1	8/30	77777.220	100	1000		
		Assist. Prof.										
Totals:				8000						\$4,983	\$1,317	\$1,700

Approvals: Department

Dean

For The President