

Processing Academic Summer Jobs - UIC

Unit completes, routes for approvals and submits Pitr to Human Resources (HR).

Reminder: Banner will pay actual workdays of the partial months and will pay the whole assigned salary in any full months.

STEP 1 If unit does not currently have a pooled Summer position, create a pooled position or use an existing pooled Summer position. Use **SMMR** for the P-class when establishing the position.



NOTE: Your unit may have a pooled Summer position resulting from conversion activities.

STEP 2 Initiate Pitr.

STEP 3 Complete the **MEMO** section with the following type of information: Adding Summer Job; whether or not administrative increment is included in calculations, and any additional supporting information or instructions as needed (be specific).

STEP 4 Enter the new job information in the **NEW** section under Job Information – Position No./Suffix on the Pitr:

- a) Position/suffix = pooled position number
- b) Begin Date = job begin date (service begin date)
- c) Job Type = Overload
- d) Title = title of job for which service will be provided
- e) P-Class = SMMR
- f) FTE = FTE employee is providing service

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- g) Assign Salary = 1/9 or 1/10 rate based on service FTE (i.e. 1/9 or 1/10 if 1 FTE, ½ of 1/9 or 1/10 if .5 FTE)
- h) Factors and Pays = 9, 10
- i) Timesheet Org = Organization paying for the job
- j) E-Class = MM (Summer Pay)
- k) End Date = job end date (service end date)
- l) Job Change Reason Desc. = ADD SUMMER JOB
- m) Job Change Reason Code = JB007
- n) C-FOAPAL = labor distribution information (if different from position labor distribution)



NOTE: If home unit, route documents for approvals and subsequent submission to UIC HR for review and entry into Banner. If not home unit, route documents for approval and then forward to home unit for approval and subsequent submission to UIC HR for review and entry into Banner.