

Summer-only Assignments

Background

Employees may be added to the Research Foundation (RF) payroll during the summer period in the Employee Summer assignment group, in accordance with RF policy as detailed in [Salary Rules and Policies When Assigning Summer Employees](#). For example, a faculty member without a SUNY obligation during the summer may receive a summer assignment with the RF. After verifying that the appointment can be processed as Summer Only, use the guidelines below to enter the appointment in the Oracle business system.

Exceptions for Student Titles and Noncitizens

Employees who meet the qualifications to be in a Student Title, according to the [Student Titles Policy](#), should remain in or be appointed to a Student assignment group and not the Employee Summer assignment group.

A full-time SUNY employee holding a H-1B visa for work at SUNY must obtain a concurrent H-1B visa for Research Foundation work, as described in the Summer Employees section of the EPSS document H-1B Visa Holder Employment (, https://www.rfsuny.org/media/RFSUNY/Procedures/per_h1b-visa-holder-employment_pro.htm). Since the process for obtaining an H-1B can be time consuming, operating locations may consider keeping a summer only employee on the SUNY payroll and processing an IFR assignment for the person's RF work.

Concurrent Assignments

The status of the assignment cannot be Active Assignment concurrently with other assignments; e.g., a SUNY faculty member with a calendar year obligation cannot also have an Employee Summer assignment.

Enter and Maintain the HR/Payroll Record

Generally speaking, there is little difference in entering and maintaining any RF Employee groups in Oracle. The following guidelines address specific issues when entering and maintaining summer-only appointments in the HR application of the Oracle business system:

If the person's Oracle record	Then	How do you do it?
Does NOT exist	<ol style="list-style-type: none"> 1. Enter a new record with an Employee Summer assignment. 2. Use date tracking to 	<ol style="list-style-type: none"> 1. Use the work instruction Enter an Employee Record and designate the assignment group as an Employee Summer.

	<p>terminate the assignment.</p>	<p>2. To terminate the summer assignment, alter the effective date of the termination status to the day AFTER the last day of work. Update the Service Date information according to the procedures in the work instruction Terminate an Employee.</p>
<p>Has an assignment status of Terminated</p>	<ol style="list-style-type: none"> 1. Set up the person with an Active Assignment. 2. Use date tracking to terminate the Employee Summer assignment. 	<ol style="list-style-type: none"> 1. Use the work instruction Rehire or Reactivate a Terminated Person. Check all data fields in the Assignment for accuracy and update any as needed. 2. Check the Tax Information and check all Element Entries to verify they are correct and current. Refer to the Payroll course Correcting and Adjusting Information for a Person for appropriate work instructions. 3. To terminate the summer assignment, alter the effective date of the termination status to the day AFTER the last day of work. Update the Service Date information according to the procedures in the work instruction Terminate an Employee.
<p>Has an Ex-Internal status, to which you do not have access</p>	<ol style="list-style-type: none"> 1. Contact Central Office HR for assistance in activating the assignment for your location. 2. Set up the person with an Active Assignment. 3. Use date tracking to terminate the Employee Summer assignment. 	<ol style="list-style-type: none"> 1. Use the work instruction Rehire or Reactivate a Terminated Person. Check all data fields in the Assignment for accuracy and update any as needed. 2. Check the Tax Information and check all Element Entries to verify they are correct and current. Refer to the Payroll course Correcting and Adjusting Information for a Person for appropriate work instructions. 3. To terminate the summer assignment, alter the effective date of the termination status to the day AFTER the last day of work. Update the Service Date information according to the procedures in the work instruction Terminate an Employee.
<p>Has an assignment other than Employee Summer (e.g., SUNY IFR / Cost Sharing)</p>	<ol style="list-style-type: none"> 1. Enter a separate (i.e., multiple) assignment as an Employee Summer. 2. Use date tracking to terminate the Employee Summer assignment. 3. Terminate the original assignment to ensure that two assignments are not active during the summer period. 	<ol style="list-style-type: none"> 1. Use the work instruction Enter an Additional Assignment to a Person's Record. Designate the assignment group as an Employee Summer. Use the Assignment Alternative Region "Miscellaneous" to check the summer assignment as Primary. 2. To terminate the summer assignment, alter the effective date of the termination status to the day AFTER the last day of work. 3. To terminate the original assignment (e.g., SUNY IFR) alter the effective date of the termination status to the first day of the summer period. Refer to the section Terminating SUNY IFR / Cost Sharing Assignments.

Enter and Maintain the Labor Schedule

The following guidelines address specific issues when entering and maintaining summer-only appointments in the Labor Distribution (LD) application of the Oracle business system:

If the person is	Then	How do you do it?
Salaried and does NOT have Scheduled Lines (i.e., a labor schedule)	Enter a labor schedule in LD.	Use the work instruction Enter or Update an Employee Labor Schedule. Select the Salary & Wage Summer expenditure type in the PTAE0 (i.e., project, task, award, expenditure type, and organization).
Salaried and has a labor schedule from a previous summer assignment	Update the labor schedule in LD.	Use the work instruction Enter or Update an Employee Labor Schedule. Select the Salary & Wage Summer expenditure type in the PTAE0.
Salaried and has a labor schedule on an assignment other than on a summer assignment	Enter a labor schedule in LD.	Select the correct assignment on which to enter or modify a labor schedule. Use the work instruction Enter or Update an Employee Labor Schedule. Select the Salary & Wage Summer expenditure type in the PTAE0.
Hourly paid	Do NOT enter a labor schedule in LD. Enter hours for the correct assignment in Grants.	Use the work instruction Enter Hourly Time in the Payroll course Hourly Time Reporting. Hours are reported in Grants and not in Labor Distribution.

Length of Assignment and Redetermination

The summer assignment cannot be left in Active Assignment status beyond the summer period. If the appointment is redetermined to be ongoing, the assignment, distribution of charges, and benefit eligibility must be updated and/or revised according to the guidelines outlined in [Summer-Only Assignment — Redetermination](#) Refer to the Staffing procedure group in the Employees: Personnel Administration business area of EPSS.

Terminating SUNY IFR / Cost Sharing Assignments

When terminating a SUNY IFR/Cost Sharing Assignment, do NOT change the assignment status to Terminated - Do Not Process until after the SUNY payroll has processed for the month in which a reimbursement is due. You may change the assignment status to Terminated - Processes Pending for a period until after the SUNY Payroll processes or you may alter the effective date (i.e., date track) to the first day of the next month and use that as the effective date of the status change to Terminated - Do Not Process.

Benefit Eligibility

All RF employees are covered by the following benefits:

- Social security
- Unemployment Insurance
- Workers' Compensation
- New York State Disability

To determine eligibility for participation in the RF Basic Retirement plan, contact the Central Office of Employee Services, Benefits Unit.

Required Forms

For new RF employees or rehired employees (off the payroll for 1 year or more) who are being appointed to the RF payroll through a summer-only appointment:, refer to the [New Employee Process](#).

Change History

- **April 22, 2002** - New document.

Feedback

Was this document clear and easy to follow? Please send your feedback to webfeedback@rfsuny.org.

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