

FACULTY APPOINTMENT AND SUPPLEMENTAL PAY GUIDE

– GEORGIA STATE UNIVERSITY –

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FACULTY APPOINTMENT BASICS

PAYGROUP – There are 3 main faculty paygroups at Georgia State University. **Choosing the correct paygroup when generating the employee position number and submitting hire requests is critical because the paygroup is the most important metric used to group faculty employees in reports and queries.** This makes the paygroup attribution in OneUSG for each faculty position number extremely important.

- **09F – 10-month** – 09F faculty are employed on a 9-month, academic year contract that begins the Monday before classes start in August and ends the Friday of or after commencement in May of the following spring. These faculty are paid in 10 equal installments from August to May. These are all full-time, full benefits-eligible faculty. These faculty accrue sick leave only.
- **09Y – 12-month** – 09Y faculty are employed on a 12-month, fiscal year contract that begins at the start of the fiscal year (July 1) and ends at the end of the fiscal year (the subsequent June 30). They are paid in 12 equal payments over the course of the fiscal year. These are all full-time, full benefits-eligible faculty. These faculty accrue vacation and sick leave.
- **09P – Part-time faculty** – 09P faculty are employed on an as-needed basis normally by semester or on a yearly basis. Their pay is entered for a given appointment period within a semester or fiscal year using the PPGRA payment module in OneUSG. These are all part-time, non- or partial benefits-eligible faculty. Faculty in this category that are 0.5 FTE to 0.74 FTE will accrue sick leave proportional to their FTE.

Faculty transferring from full time to part-time (09F/09Y to 09P) or vice versa can use a transfer MSS but the new annual salary (if transferring to 09F/09Y) or the mention that pay will be in PPGRA (if transferring to 09P) must be in the comments of the transfer MSS.

FTE (FULL-TIME EQUIVALENCY) - is the sustained total workload of a faculty member over the course of an academic or fiscal year. FTE also identifies the proportion of a faculty member's appointment as a percentage of a full-time position.

- **1.0 to 0.75 FTE** – 40 to 30 standard hours* - These are considered full-time and full benefits-eligible faculty
- **0.74 to 0.5 FTE** – 29 to 20 standard hours* - These are considered part-time and partial benefits-eligible faculty
- **0.49 and <** - 19 standard hours and below* - These are considered part-time and non-benefits-eligible faculty

*The FTE in OneUSG is tied to the standard hours of the position in position management. To update the FTE, a position change transaction must be submitted and approved with the updated standard hours for the change to take effect.

WORKLOAD – All faculty activities, carried out as part of a faculty member’s defined job duties, that contribute to the accomplishment of academic unit and discipline-related activities and responsibilities. The three main areas being:

- research/scholarly/creative activity
- teaching activity
- service activity

There is a fourth area of faculty workload that is reserved for faculty with administrative titles only:

- administrative activity

The combination of percentages in the workload areas should always equal 100%.

JOB TITLE – in OneUSG is represented by a BCAT code and long title that signify the faculty member’s current position title. For the majority of faculty, these titles will correspond with their current institutional rank. Faculty administrators may have administrative titles that differ from their current academic rank.

FACULTY RANK – shows where a faculty member is on their promotion track and signifies the specialty area of activity (if applicable). There are two types of faculty rank used at Georgia State:

- **University System of Georgia Rank** – Professor, Associate Professor, Assistant Professor, Instructor, Lecturer, Senior Lecturer, Principal Lecturer, No Rank
- **Georgia State University Institutional Rank** - Regents Professor, Distinguished University Professor, Professor, Associate Professor, Assistant Professor, Instructor, Lecturer, Senior Lecturer, Principal Lecturer, No Rank, Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor, Clinical Instructor, Research Professor, Research Associate Professor, Research Assistant Professor, Librarian Professor, Librarian Associate Professor, Librarian Assistant Professor, Librarian Instructor, Law Librarian Professor, Law Librarian Associate Professor, Law Librarian Assistant Professor, Law Librarian Instructor, Principal Academic Professional, Senior Academic Professional, Academic Professional, Associate Academic Professional, Expert in Residence, Artist in Residence, Professor of Practice

Georgia State Institutional Rank is for more expansive and allows us to internally capture rank on a more descriptive level. Georgia State Institutional Rank is also displayed on faculty contracts for non-administrative faculty.

TENURE STATUS – indicates whether a faculty member is on tenure track. All active faculty have this indicator in the MFE module of OneUSG showing if they are:

- **Tenure** – Actively holds tenure
- **Not Tenured on Track** – In the tenure probationary period
- **Not in a Tenure Type Position** – Not on tenure track
- **Other** – Is retired but working, instructional staff, or adjunct

LIMITED TERM FACULTY – Limited term faculty (LTF) are hired for a fixed term of one year (possible renewal for a second year) and, after the second year, are ineligible to be hired again in that capacity. LTF appointments can be 09F, 09Y, or 09P and all have a tenure status of ‘Not in a Tenure Type Position’. LTF do not hold rank and are not on contract (offer letter only). LTF are normally hired without a competitive search though if a search is initiated, it must follow the same rigors as any other competitive search.

PART TIME FACULTY – Part time faculty include any faculty title hired with a FTE of 0.74 and below (see FTE section above). The majority of part time faculty at Georgia State University are Part-time Instructors but other faculty titles may

be employed as part time for various reasons. All part time faculty will be paid through PPGRA (Part-time Professors and Graduate Research Assistants). See below “PPGRA Entry” for guidelines on entry.

COMPENSATION – for full-time faculty, compensation consists of the annual base AY/FY salary plus any supplemental compensation received during the academic/fiscal year. **Faculty on an academic year contract can also receive summer compensation (at a rate not to exceed 33⅓% of their 10-month salary for the previous academic year)** for duties performed during the summer semester(s) which is included in their annual compensation total. For part-time faculty, compensation is all salary entered into OneUSG PPGRA plus any supplemental compensation received.

PAY COMPONENTS – Faculty base salary and supplemental compensation are recorded as separate items in OneUSG. Different types of defined term supplemental compensation (administrative, endowed chair, Regents & Distinguished University Professorships, overloads, temporary additional duties) are listed as separate lines as well. These are known in OneUSG as the Multiple Components of Pay (MCOP). Correctly entering the coding and payment amounts when a hire or supplemental payment is being requested are extremely important because these codes inform HCM and Payroll how to enter and classify the payment in OneUSG. Some components are retirement eligible and count toward the employee’s retirement salary and some do not. Some supplemental payments should be included when reporting the faculty member’s salary and some should not. Selecting the correct and accurate action and action reason code at the time of entry is essential to a smooth and efficient HCM process.

POSITION NUMBER – Every employee at Georgia State will have a position number. For full time positions, each faculty member will have a unique position number. FTE is tied to position number in OneUSG and must be adjusted (along with the MSS to update the faculty member’s pay) with a position change request. For part-time faculty, if the title, funding source, and reporting lines are the same, position numbers can be used as group positions and filled with multiple incumbents.

HOME DEPARTMENT – Normally, a faculty member is housed by an academic unit (usually a college or school led by an Academic Dean). Within that academic unit, there can be smaller subunits reporting up to the Dean (usually led by a Chair or Director). The faculty’s departmental home is indicated in OneUSG using a department code. This can be the academic unit or a subunit with reporting lines up through the academic unit. Administrative faculty can have a non-academic departmental home during their administrative appointment. Their academic home department will still be indicated in MFE.

ONEUSG QUERY & REPORTING – **All of the above information (except MCOP) can be found for faculty within your academic unit under the public OneUSG query: 090_FULL_FACULTY_MFE**

FACULTY APPOINTMENT ACTIONS/STEPS

FULL-TIME NEW HIRE – A New Hire MSS Form is required for a potential faculty hire who has not been employed at Georgia State for a period of at least one year (or never before) leading up to their effective hire date.

Prior to the initiation of this Hire Form, all faculty hires must be approved by the University Provost. All details describing how to request and obtain that approval can be found [here](#).

Full-Time New Hire Process Flow –

1. Log into OneUSG and go to the Manager Self Service menu
2. Select the 'My Forms' tile
3. Select 'Fill out a new form' in the upper left corner
4. Select 'GSU Hire Form' and enter the following information –
 - a. Description: Type new faculty member's name, job title, and FLSA status (*all faculty positions are 'Exempt')
 - b. Action Code: Hire
 - c. Action Reason: New
 - d. Effective Date: 1st day of the month of the faculty member's start date (*contact OFA or HCM for exceptions)
 - e. Primary Name: Enter legal name
 - f. Email Address: Enter the email address that the new hire packet initiation link will be sent to
 - g. Campus Address: Enter campus location details
 - h. Position Number: The OneUSG position numbered assigned
 - i. Time Reporting: Elapsed time
 - j. TL Approver: The employee ID of the person who will approve time and absence requests for the position
 - k. Comp Frequency: NAANNL
 - l. Comp Rate: The annual base salary (AY or FY)
 - m. Pay Group: 09F (AY/10-month) or 09Y (FY/12-month)
 - n. More Information: Additional pertinent information
 - o. Attachments: Upload the signed offer letter
5. Save and Submit (upper right corner) the MSS for approval through the assigned security hierarchy in OneUSG.
 - a. Approval levels 1-3 are within the academic unit
 - b. Level 4 is Faculty Affairs -
 - i. Packet will not be sent forward until appointment is approved by the Provost
 - ii. New hire paperwork packet initiation link is sent after level 4 approval
 - c. Level 5 is HCM - enters the appointment into OneUSG
 - d. You will receive OneUSG-generated emails when the Form is approved

FULL-TIME REHIRE – A Rehire MSS Form is required for a potential faculty hire who was employed at Georgia State within at least one year (i.e. previous termination date within 365 days) leading up to their effective hire date.

Prior to the initiation of this Hire Form, all faculty rehires must be approved by the University Provost. All details describing how to request and obtain that approval can be found [here](#).

Full-Time Rehire Process Flow –

1. Log into OneUSG and go to the Manager Self Service menu
2. Select the 'My Forms' tile
3. Select 'Fill out a new form' in the upper left corner
4. Select 'GSU Hire Form' and enter the following information –
 - a. Description: Type new faculty member's name, new job title, and FLSA status (*all faculty positions are 'Exempt')
 - b. Action Code: Rehire
 - c. Action Reason:

- i. Reinstated within 30 Days – if the previous termination date was within 30 days from the effective date
 - ii. Rehire Beyond 30 Days – if the previous termination date was 30 to 365 days from the effective date
 - d. Effective Date: 1st day of the month of the faculty member's start date (*contact OFA or HCM for exceptions)
 - e. Primary Name: Enter legal name
 - f. Email Address: Enter the email address that the rehire packet initiation link will be sent to
 - g. Campus Address: Enter campus location details
 - h. Position Number: The OneUSG position numbered assigned
 - i. Time Reporting: Elapsed time
 - j. TL Approver: The employee ID of the person who will approve time and absence requests for the position
 - k. Comp Frequency: NAANNL
 - l. Comp Rate: The annual base salary (AY or FY)
 - m. Pay Group: 09F (AY/10-month) or 09Y (FY/12-month)
 - n. More Information: Additional pertinent information
 - o. Attachments: Upload the signed offer letter
5. Save and Submit (upper right corner) the MSS for approval through the assigned security hierarchy in OneUSG.
- a. Approval levels 1-3 are within the academic unit
 - b. Level 4 is Faculty Affairs -
 - i. Packet will not be sent forward until appointment is approved by the Provost
 - ii. Rehire paperwork packet initiation link is sent after level 4 approval
 - e. Level 5 is HCM - enters the appointment into OneUSG
 - f. You will receive OneUSG-generated emails when the Form is approved

ADMINISTRATIVE APPOINTMENT – When a Georgia State faculty member is appointed to an administrative role within the University there are changes that occur to their title, duties, workload %, and compensation. The guidelines that govern these appointments can be found [here](#).

Prior to the initiation of any changes in OneUSG, all faculty administrative appointments at the level of Department Chair or higher must be approved by the University Provost. All details describing how to request and obtain that approval can be found [here](#).

Basics of administrative appointments:

1. Administrative Title – The job title will usually change to reflect the new administrative role and duties. This administrative title will remain while the faculty member holds the position and will be removed when the administrative appointment ends.
2. Conversion of AY to FY salary (or vice versa) – If an administrative faculty member's job duties are expected to be performed in the summer, their salary will normally be converted from an AY salary to a FY salary (and from a FY salary to an AY salary when the appointment ends).
 - a. **The standard conversion metric for AY to FY/FY to AY salary conversions:**
 - i. **AY to FY – divide AY salary with 0.75**
 - ii. **FY to AY – multiply the FY salary with 0.75**

3. Supplemental Administrative Pay – Administrative faculty usually receive an administrative supplement based on the job description and responsibilities related to their administrative role. The administrative supplement will be identified separately from the base salary amount in the offer letter, the faculty member’s contract, and in OneUSG (MCOP) and will cease when the administrative appointment ends.
4. Workload % – Administrative workload percentages will be added while the faculty member holds the administrative position and other activity % will be adjusted accordingly (equaling 100% total). **Faculty appointments that do not hold an administrative title should not be given an administrative workload.** If a non-administrative titled faculty member is performing administrative-type work, it should be incorporated into their service workload.
5. Acting and Interim Appointments – The title ‘Interim’ will be used when there will be an active search for a replacement and ‘Acting’ will be used when the original administrator is expected to return. In the case of an Acting or Interim appointment, the appointee will be moved into the regular OneUSG position number or an appropriate Interim/Acting position number. This will prevent reporting conflicts and ensure the integrity of the employee data.

Administrative Appointment Process Flow –

1. Log into OneUSG
2. Select the NavBar icon (upper right corner) -> Navigator page icon -> Manager Self-Service -> Job and Personal Information ->Transfer Employee
3. Select triangle to the left of ‘Find Team Member’, write faculty member’s name, and select Search magnifying glass.
4. Choose faculty member by clicking Select arrow on far right.
5. ‘Are you changing Salary Information?’ will display, select Yes or No and click Next. Enter the following information:
 - a. Effective Date – *date of appointment
 - b. Reason – Intra-Institutional Transfer
 - c. Position Title – OneUSG position number of administrative title/role (for Interim or Acting appointments, this must be the regular position or an Interim/Acting position number)
6. Select Next. If salary is changing enter the following information. If not, go to step 7.
 - a. Enter the new annual (normally FY base) salary in the New Amount field and select Next.
7. A Current and New information summary will appear. Verify that the information shown is correct.
8. Comments: Appointment details (title, effective date, new base salary, administrative supplement amount, etc.)
9. Attachments: the approved hire request or signed appointment letter
10. Save and Submit (upper right corner) the MSS for approval through the assigned security hierarchy in OneUSG.
 - a. Approval levels 1-3 are within the academic unit
 - b. Level 4 is Faculty Affairs - Packet will not be sent forward until action is approved by the Provost
 - c. Level 5 is HCM - enters the appointment into OneUSG
 - d. You will receive OneUSG-generated emails when the Form is approved
- 11. For Administrative Salary Supplement see Faculty Supplemental Pay Steps section below.**

PART-TIME HIRE/REHIRE – The guidelines regarding which action to use when hiring and rehiring of part-time faculty (0.74 FTE and below) are the same as with Full-Time hires. Part-time faculty in the 09P paygroup are paid through yearly/semesterly/monthly compensation entry through the PPGRA system in OneUSG.

Prior to the initiation of a Part-Time Hire or Rehire Form, all actions must be approved by the University Provost. All details describing how to request and obtain that approval can be found [here](#). **If the part-time faculty member is active in OneUSG or on Short Work Break, you do not need to submit a new request for approval to the Provost or a hire/rehire request in OneUSG. Simply enter new compensation via PPGRA and send a copy of the new part-time agreement to Faculty Affairs.**

Part-Time New Hire/Rehire Process Flow –

1. Log into OneUSG and go to the Manager Self Service menu
2. Select the 'My Forms' tile
3. Select 'Fill out a new form' in the upper left corner
4. Select 'GSU Hire Form' and enter the following information –
 - a. Description: Type new faculty member's name, job title, and FLSA status (*all faculty positions are 'Exempt')
 - b. Action Code: Hire/Rehire
 - c. Action Reason:
 - i. Hire: New
 - ii. Rehire:
 1. Reinstatement within 30 Days – if the previous termination date was within 30 days from the effective date
 2. Rehire Beyond 30 Days – if the previous termination date was 30 to 365 days from the effective date
 - d. Effective Date: 1st day of the month of the faculty member's start date (*contact OFA or HCM for exceptions)
 - e. Primary Name: Enter legal name
 - f. Email Address: Enter the email address that the new hire packet initiation link will be sent to
 - g. Campus Address: Enter campus location details
 - h. Position Number: The OneUSG position numbered assigned
 - i. Time Reporting: Elapsed time
 - j. TL Approver: The employee ID of the person who will approve time and absence requests for the position
 - k. Comp Frequency: NAMNTH
 - l. Comp Rate: Enter '1' here (the actual monthly salary will be entered via PPGRA)
 - m. Pay Group: 09P
 - n. More Information: Additional pertinent information
 - o. Attachments: Upload signed offer or part-time agreement
5. Save and Submit (upper right corner) the MSS for approval through the assigned security hierarchy in OneUSG.
 - a. Approval levels 1-3 are within the academic unit
 - b. Level 4 is Faculty Affairs -
 - i. Packet will not be sent forward until appointment is approved by the Provost
 - ii. New/Rehire hire paperwork packet initiation link is sent after level 4 approval
 - c. Level 5 is HCM - enters the appointment into OneUSG
 - d. You will receive OneUSG-generated emails when the Form is approved

INTERNAL POSITION TRANSFER/RECLASSIFICATION – To transfer an employee to a new OneUSG faculty position:

Internal Position Transfer Process Flow –

1. Log into OneUSG
2. Select the NavBar icon (upper right corner) -> Navigator page icon -> Manager Self-Service -> Job and Personal Information -> Transfer Employee
3. Select triangle to the left of 'Find Team Member', write employee's name, and select Search magnifying glass.
4. Choose employee by clicking Select arrow on far right.
5. 'Are you changing Salary Information?' will display, select Yes or No and click Next. Enter the following information:
 - a. Effective Date – 1st day of the month that the new position is effective
 - b. Reason – Intra-Institutional Transfer
 - c. Position Title – OneUSG position number of new title/role
6. Select Next. If salary is changing enter the following information. If not, go to step 7.
 - a. Enter the new annual/monthly salary in the New Amount field and select Next.
 - i. **If the transfer is from 09P to 09F, the entry must show the correct 09F (10-month) salary. To accomplish this, take the new 09F salary and divide by 12. Enter that amount in the monthly field. The correct 09F salary will then show as the new annual salary.**
7. A Current and New information summary will appear. Verify that the information shown is correct.
8. Comments: Appointment details (title, effective date, new base salary, etc.)
9. Attachments: the approved hire request or signed appointment letter
10. Save and Submit (upper right corner) the MSS for approval through the assigned security hierarchy in OneUSG.
 - a. Approval levels 1-3 are within the academic unit
 - b. Level 4 is Faculty Affairs - Packet will not be sent forward until the action is approved by the Provost (if applicable)
 - c. Level 5 is HCM - enters the appointment into OneUSG
 - d. You will receive OneUSG-generated emails when the Form is approved

PAY ACTIONS – A MSS transaction is required to change a faculty member's salary in OneUSG. Each request must be supported with University and/or external data and approved by the Provost prior to being requested in OneUSG. All details describing how to request and obtain that approval can be found [here](#).

Pay Action Process Flow –

1. Log into OneUSG
2. Select the NavBar icon (upper right corner) -> Navigator page icon -> Manager Self-Service -> Compensation and Stock -> Request Ad Hoc Salary Change
3. Select triangle to the left of 'Find Team Member', write faculty member's name, and select Search magnifying glass.
4. Choose faculty member by clicking Select arrow on far right.
5. 'Are you changing Salary Information?' will display, select Yes or No and click Next. Enter the following information:
 - a. Effective Date – 1st day of the month that the new salary is effective
 - b. Reason – Choose the action reason that was used in the request to justify the increase:

- i. Compression Adjustment
 - ii. Equity Adjustment
 - iii. Market Adjustment
 - iv. Job Reclassification
 - v. In-Grade Adjustment – **Use if the pay action does not fall under any of the above reasons (i-iv)**
 - vi. Merit (**do not use** – merit increases are awarded using the annual budget load process)
- c. Enter the new annual salary in the New Amount field and select Next.
6. A Current and New information summary will appear. Verify that the information shown is correct.
 7. Comments: Appointment details (effective date, new base salary, reason for the action, etc.)
 8. Attachments: the approved pay action request or signed pay action letter
 9. Save and Submit (upper right corner) the MSS for approval through the assigned security hierarchy in OneUSG.
 - a. Approval levels 1-3 are within the academic unit
 - b. Level 4 is Faculty Affairs - Packet will not be sent forward until action is approved by the Provost
 - c. Level 5 is HCM - enters the appointment into OneUSG
 - d. You will receive OneUSG-generated emails when the Form is approved

LEAVE OF ABSENCE – There are 3 main types of LOAs at Georgia State:

1. FMLA (Family & Medical Leave Act) – An eligible faculty member can contact Georgia State’s Benefits Office to request up to 12 weeks of FMLA leave due to qualifying reasons (refer to [Georgia State’s Family and Medical Leave Policy](#)). The FMLA Certification of Health Care Provider form is required. To receive pay during this time, faculty will be required to use accrued sick leave concurrently with the FMLA leave. Faculty that have not accrued the necessary amount of sick leave may still request up to 12 weeks of FMLA but will receive pay only for the duration of the sick leave time. FMLA leave can be taken continuously or on an intermittent basis.
2. Professional Leave – Professional leaves provide opportunities for scholarly and professional growth that will increase the value of the recipients’ contributions to the University. These professional leaves may be granted, upon application, for research, study, field projects, or other similar purposes. ([Georgia State University Faculty Handbook section on Professional Leave](#))
3. Personal Leave – A leave requested by a faculty member for personal reasons. At the discretion of the President of an institution, personal leave of absence without pay for periods not to exceed one year may be approved. Such approved personal leave shall allow the employee the right to elect to continue group insurance benefits. **The employee must pay the full cost for any coverage continued under this provision.** Also, a faculty member running for political office must take a personal, unpaid leave of absence ([Board of Regents Policy Manual 8.2.18.3](#)). ([Georgia State University Faculty Handbook section on Personal Leave](#))

FMLA Leave Request Process –

- To request FMLA Leave, the faculty member must contact the Georgia State Benefits Office. They will walk the faculty member through the approval process.
- If approved, the Benefits Office will enter the FMLA dates in OneUSG.

Professional and Personal Leave Request Process –

- To request professional or personal leave, the [Georgia State University Leave of Absence Request Form](#) must be initiated at the departmental level and routed for approval by the President.

- Once the LOA form has been approved, the department must initiate a HR PAF Form (paper) and send it and the approved LOA form to hcm@gsu.edu for entry into OneUSG.

Faculty with an approved FMLA leave who also wish to request a probationary period clock stoppage because of the FMLA approval must attach the FMLA Designation Notice to the [Georgia State University Leave of Absence Request Form](#) (with the clock stoppage info selected and included) and route for approval (final approval by the President).

RETIREE REHIRE/RETURN TO WORK – When rehiring someone who is a USG retiree, two steps must be completed. First, a [TRS Retiree Returning to Work form](#) must be submitted to the Georgia State Benefits Office and approved by TRS. After that, the MSS transaction is submitted to rehire the retired employee. **No matter what retirement plan the employee has (TRS, ORP, ERS, etc.), the TRS Return to Work Form must still be completed and submitted for TRS review.**

Basics of hiring TRS/USG retirees:

1. Before returning to work, retirees must have a “break-in-service” of at least one month. The [TRS Retiree Returning to Work form](#) can be initiated during the retiree’s “break-in-service”. However;
2. Georgia law requires employers to certify the date the employee’s employment is or will be severed and that no agreement exists to allow the employee to return to service (i.e. this means ‘prior to the retirement date’). **This includes service as an independent contractor.** Any return to employment or rendering of any paid service, including service for an independent contractor, for any employer **during the calendar month of the effective date of retirement** shall render the severance invalid and void the application for retirement.
3. According to the O.C.G.A 47-3-127(e)(1)(B) law, retirees’ salary is restricted based on the compensation earned at retirement or the average salary used to calculate retirement benefits. Upon receipt of an employment verification, TRS will calculate the salary limit for the rehired retiree. Please contact the Georgia State Benefits Office with any questions on compensation limits used when rehiring USG retirees.
4. Retirees can return to work in a position/title other than the one they retired in (in fact, this is usually the case). The post-retirement title and salary will be based on the work they are being rehired to do.

Retiree Returning to Work Process Flow (after the TRS Return to Work form is approved by TRS) –

1. Log into OneUSG and go to the Manager Self Service menu
2. Select the ‘My Forms’ tile
3. Select ‘Fill out a new form’ in the upper left corner
4. Select ‘GSU Hire Form’ and enter the following information –
 - a. Description: Type retiree’s name, post-retirement job title, and FLSA status (*all faculty positions are ‘Exempt’)
 - b. Action Code: Hire
 - c. Action Reason: USG Rehired Retiree
 - d. Effective Date: 1st day of the month of the retiree’s start date (*contact OFA or HCM for exceptions)
 - e. Primary Name: Enter legal name
 - f. Email Address: Enter the email address that the new rehire packet initiation link will be sent to
 - g. Campus Address: Enter campus location details
 - h. Position Number: The OneUSG position numbered assigned
 - i. Time Reporting: Elapsed time

- j. TL Approver: The employee ID of the person who will approve time and absence requests for the position
 - k. Comp Frequency: NAMNTH
 - l. Comp Rate: If part time, enter '1' here (the actual monthly salary will be entered via PPGRA)
 - m. Pay Group: 09P
 - n. More Information: Additional pertinent information
 - o. Attachments: Upload approved TRS Return to Work form
5. Save and Submit (upper right corner) the MSS for approval through the assigned security hierarchy in OneUSG.
- a. Approval levels 1-3 are within the academic unit
 - b. Level 4 is Faculty Affairs -
 - i. Packet will not be sent forward until appointment is approved by the Provost
 - ii. New hire paperwork packet initiation link is sent after level 4 approval
 - c. Level 5 is HCM - enters the appointment into OneUSG
 - d. You will receive OneUSG-generated emails when the Form is approved

PREHIRE PERSON OF INTEREST (POI)/AFFILIATE – When hiring full-time faculty, you may encounter a need for the incoming employee to have access to email, iCollege/LMS, etc. prior to their hire date. The appropriate action for this is to hire them as a POI (person of interest). This initial action will allow them access to the desired system prior to hire and the subsequent Hire/Rehire form will seamlessly move them into their full-time position on the hire date. Each department should have a single POI position number with the paygroup 09M assigned that can be incumbered by any POI hires at a given time. **You should not hire part-time faculty as POIs.** Part-time faculty can be hired directly into OneUSG without pay until their hire date (e.g. hire date 7/1 as PTI, but pay is not entered until 8/1).

POI Hire Process Flow –

1. Log into OneUSG and go to the Manager Self Service menu
2. Select the 'My Forms' tile
3. Select 'Fill out a new form' in the upper left corner
4. Select 'GSU Affiliate Form' and enter the following information –
 - a. Description: Type new faculty member's name and that you are requesting POI Affiliate status prior to full-time faculty employment.
 - b. Action Code: POI
 - c. Action Reason: Non-Paid Affiliate
 - d. Effective Date: This date **MUST** be earlier than the hire date. Generally, this will be one or two weeks prior to the hire date to give the faculty access to systems before they officially arrive on campus.
 - e. Jobcode: 995x01 – Affiliate
 - f. Reg/Temp Status: Temp
 - g. Paygroup: 09M – this is the paygroup for prehire employees
 - h. Department ID: Home department code (9 digit)
 - i. Location: 090
 - j. Rpts To (Posn #): OneUSG position number of supervisor
 - k. Rpts To (Name): Name of supervisor
 - l. Personal Data (Name, DOB, Gender, Marital Status, SSN): Enter legal info
 - m. Address Data: Enter home address info
 - n. Phone Data: Enter contact info

- o. Email Data: Enter the email address that the Affiliate hire packet initiation link will be sent to
 - p. Demographic Data: Enter ethnic group
 - q. Campus Address: Enter campus location details
 - r. Position Number: The POI position number (NOT the eventual hire position. Paygroup must be 09M)
 - s. TL Approver: The employee ID of the person who will approve time and absence requests for the position
 - t. More Information: **Write in the comments what day the employee will be hired and that the POI appointment should end on that date. Otherwise, a new MSS showing that the POI appt is completed is needed.**
 - u. Attachments: Upload any signed agreements, signed full-time offer, or approved hire request
5. Save and Submit (upper right corner) the MSS for approval through the assigned security hierarchy in OneUSG.
- a. Approval levels 1-3 are within the academic unit
 - b. Level 4 is Faculty Affairs -
 - i. Packet will not be sent forward until regular appointment is approved by the Provost
 - ii. Affiliate paperwork packet initiation link is sent after level 4 approval
 - c. Level 5 is HCM - enters the appointment into OneUSG
 - d. You will receive OneUSG-generated emails when the Form is approved
6. Please remember that a Hire/Rehire form is required to hire the new faculty member into their regular FT faculty position (follow appointment steps above)

DUAL APPOINTMENT/AFFILIATE – When an employee of another USG institution or the University System Office is hired by Georgia State University (as the Requesting Institution) through a [Dual Appointment Agreement \(DAA USG Policy\)](#), they may need to be hired and given certain campus permissions through OneUSG, Banner, or other campus systems. **Any faculty hired under dual appointment to teach as Instructor of Record at Georgia State University will also require a [part-time faculty request](#) (submitted and approved by the Office of Faculty Affairs).**

Dual Appointment Affiliate Hire Process Flow –

1. Log into OneUSG and go to the Manager Self Service menu
2. Select the 'My Forms' tile
3. Select 'Fill out a new form' in the upper left corner
4. Select 'GSU Affiliate Form' and enter the following information –
 - a. Description: Type new faculty member's name and that you are requesting POI Affiliate status prior to full-time faculty employment.
 - b. Action Code: Add USG Affiliate
 - c. Action Reason: Dual Appointment
 - d. Effective Date: Date the dual appointment agreement begins
 - e. Jobcode: 995x01 – Affiliate
 - f. Reg/Temp Status: Temp
 - g. Paygroup: 09N
 - h. Department ID: Home department code (9 digit)
 - i. Location: 090
 - j. Rpts To (Posn #): OneUSG position number of supervisor
 - k. Rpts To (Name): Name of supervisor
 - l. Personal Data (Name, DOB, Gender, Marital Status, SSN): Enter legal info

- m. Address Data: Enter home address info
 - n. Phone Data: Enter contact info
 - o. Email Data: Enter the email address that the Affiliate hire packet initiation link will be sent to
 - p. Demographic Data: Enter ethnic group
 - q. Campus Address: Enter campus location details
 - r. Position Number: The non-paid dual appointment position number (paygroup is 09N – the employee will be paid by their home institution)
 - s. TL Approver: The employee ID of the person who will approve time and absence requests for the position
 - t. More Information: Additional pertinent information
 - u. Attachments: Upload approved dual appointment agreement
5. Save and Submit (upper right corner) the MSS for approval through the assigned security hierarchy in OneUSG.
- a. Approval levels 1-3 are within the academic unit
 - b. Level 4 is Faculty Affairs -
 - i. Packet will not be sent forward until dual appointment is fully approved
 - ii. Affiliate paperwork packet initiation link is sent after level 4 approval
 - c. Level 5 is HCM - enters the appointment into OneUSG
 - d. You will receive OneUSG-generated emails when the Form is approved

PPGRA ENTRY –

PPGRA Appointment Entry Process Flow –

1. Log into OneUSG
2. Select the NavBar icon (upper right corner) -> Navigator page icon -> BOR Customizations -> PPGRA -> Appointment Entry
3. Enter faculty member's name or employee ID in the Search Criteria and select 'Search'
4. Enter the following into the Appointment Entry page:
 - a. Appointment Begin Date: Start date of the part time faculty member's current appointment
 - b. Appointment End Date: End of the part time faculty member's appointment (end of the semester, academic or fiscal year, etc.) ****Part time appointments CANNOT cross fiscal years****
 - c. Payroll Distribution Code: The budget speedtype where the funds will be paid from
 - d. Appointment Level: Leave blank
 - e. Pay Start Date: The date pay will begin in the current appointment (only future dates – if the appointment is being entered after the first payroll period of the appointment, BackPay will have to be entered and the PPGRA payments would be on the next payroll period)
 - f. Monthly Comp: Amount of monthly compensation
 - g. Pay End Date: The date pay will end in the current appointment ****Part time appointments CANNOT cross fiscal years****
 - h. Number of Appointments: For non-PTI part time faculty, enter '2.5'.
 - i. Appointment Type: Part Time Instructor (enter this for all non-PTI part time faculty)
 - j. Job Code: 203R01 (enter this for all non-PTI part time faculty)

FACULTY SUPPLEMENTAL PAY BASICS

SUPPLEMENTAL PAY TYPES/TABLE – Supplemental pay will either be Defined Term (paid across multiple months) or One Time (single payment). The following table shows faculty-specific types and codes for supplemental pay in OneUSG:

Type of Pay	Examples	Retirement eligible?	Contribute to IBS?	HR Comp Rate Code	MSS Process	Earn Code	Earnings Code Description	GL Account Number
Defined Term Supplemental Pay								
Temporary Assignment -Duties outside of Academic Contract for FT -Additional duties for PT	All defined term supplemental pay for temporary duties that fall outside of other categories	No	No	MCTAFN Temporary Assignment Faculty	Defined Term Supplemental Pay > Additional to Job Responsibilities	SNF	Supp Pay/Non-Ret-Elig Faculty	516250
Overload	Teaching duties above normal course load	Yes	No	MCOVL Overload	Defined Term Supplemental Pay > Overload	OVL	Overload	514100
Academic Faculty Administrative Assignment	Supplement for duties tied to an administrative appointment (title & majority admin workload)	Yes	Yes	MCAFA Academic Faculty Admin Assignment	Defined Term Supplemental Pay > Academic Admin Assignment	AFA	Academic Faculty Admin Assign	516205
Special Chair	Supplement for Regents Prof, Dit Univ Prof, or Endowed	Yes	Yes	MCCHR Special Chair	Defined Term Supplemental Pay > Special Chair	CHR	Special Chair	516200
One-Time Payment								
Temporary Assignment (Faculty) -Addendum to Academic Contract	All one-time supplementla pay that is not an award payment	No	No	N/A	One-Time Payment > Faculty Temporary Assignment	SUF	Supp Pay-RetEligible-Faculty	516200
Exceptional Performance Incentive Award	Faculty Performance Award payment	No	No	N/A	One-Time Payment > Exceptional Performance Incentive	EPI	Exceptional Performance Incentive	561440

STIPEND VS SUPPLEMENT – The term ‘stipend’ has historically been used on the Georgia State campus to describe any payment above and beyond base salary made to Georgia State faculty. With the USG’s implementation of OneUSG as the common HCM instrument for all System institutions, this has changed. Supplemental pay is compensation to a faculty member in excess of the annual base salary and, as such, the term ‘supplement’ should be used to describe these excess payments and **‘stipend’ should be removed from use (policy, procedures, forms, etc.) with faculty personnel actions going forward.**

SUPPLEMENTAL MSS PAY TYPE, PAY CODE, & COMMENTS – The Pay Type, Pay Code, and comments entered when a supplemental payment is being requested are extremely important because these codes and additional information in the comments inform HCM and Payroll how to enter and classify the payment in OneUSG. Some supplements are retirement eligible and count toward the employee’s retirement salary and some do not. Some supplemental payments should be included when reporting the faculty member’s salary and some should not. Selecting the correct and accurate action and action reason code at the time of entry is essential to a smooth and efficient HCM process.

Comments are equally important because they provide extra clarity to the HCM entry specialist and can explain subtle elements of the requested action. Best practice here is including an explanation of the change and then stating what the new breakdown of MCOP should be. Sample comment:

“Update faculty member’s MCAFA supplement effective 10/1/2024. Change to \$1500 per month.

New MCOP breakdown:

NAANNL: \$85,000 AY

MCTAFN: \$500 per month (\$5,000 annual)

MCAFA: \$1500 per month (\$15,000 annual)

New total comp effective 10/1/2024: \$105,000 AY”

SUPPLEMENT LIMITS –

1. If a faculty member is in the 09F paygroup (AY - 10 month contract), Defined Term supplemental compensation will be limited to the 10 months they are on contract. Any supplements that would be paid in the summer term (e.g. Administrative or Special Chair) should be paid as summer pay.
2. A limitation of OneUSG for **09F** faculty supplemental transactions is that HCM is not able to attribute defined term supplements to the speedtype indicated in the transaction (**if it differs from the faculty member's current earning distribution**). If the defined term supplement must be paid from a different speedtype or distribution, a separate transaction must be sent to Commitment Accounting to encumber the funds after the defined term supplement has been entered by HCM but before payroll has run for the period. If this is not possible, a prior period adjustment (PPA) will need to be processed to correctly encumber/pay the funds.

Follow these steps to pay a defined term supplement from an earnings distribution different from the current entry for an 09F faculty member:

- a. Enter the defined term supplemental MSS for the 09F faculty member.
- b. (simultaneously) Enter a position funding change MSS and make sure the following is in the comments:
 - i. Indicate that the supplemental MSS is 'pending'.
 - ii. Say what the Earn Code (see supplemental table above to find the correct code to use) is for the new distribution.
- c. If the pay period has already passed or if you are not able to enter the position funding change MSS before the payroll run, a PPA will be required to correctly attribute the funds.

END DATES – For Defined Term supplements, the end date must be requested and entered as the day **after** the supplement ends. This ensures that the faculty member receives their full compensation due.

Supplements that are included in Institutional Base Pay (Academic Faculty Admin Assignment / MCAFA & Special Chair / MCCHR) can be entered without an end date. This is because these supplements are uniquely tied to the position and will normally continue until the faculty member no longer holds the position.

RELEVANT USG POLICY ON EXTRA/SUPPLEMENTAL COMPENSATION –

- [USG Business Procedures 5.3.2 Supplemental Pay, including Temporary Assignments](#)
- [Board of Regents Policy Manual 8.3.12.5 Extra Compensation](#) (refers to USG faculty only)

FACULTY SUPPLEMENTAL PAY STEPS

ADMINISTRATIVE APPOINTMENT – See **Administrative Appointment and Administrative Appointment Process Flow above for administrative appointment procedures and approvals**. When you are ready to initiate a MSS for the faculty member's administrative supplement, follow the steps below:

Administrative Supplement MSS Process Flow –

1. Log into OneUSG

2. Select the NavBar icon (upper right corner) -> Navigator page icon -> Manager Self-Service -> Compensation and Stock ->Request Supplemental Pay
3. Select triangle to the left of 'Find Team Member', write faculty member's name, and select Search magnifying glass.
4. Choose faculty member by clicking Select arrow on far right.
5. Enter the following information:
 - a. Effective Date – 1st day of the month that the new supplemental payment is effective
 - b. End Date –
 - i. Indefinite end date – Enter a date with the year “9999” (e.g. 1/1/9999 or 12/31/9999)
 - ii. Appointment ending – the first day of the month following the end of the appointment
 - c. Supplemental Pay Type – Defined Term Payment
 - d. Supplemental Pay Code – Academic Admin Assignment
 - e. Amount – the monthly payment amount
 - f. Combination Code – The budget speedtype where the funds will be paid from; select Next
6. A New information summary will appear. Verify that the information shown is correct.
7. Comments: Title and compensation details – monthly & total
8. Attachments: the approved administrative appointment request or signed appointment letter
9. Submit (upper right corner) the MSS for approval through the assigned security hierarchy in OneUSG.
 - a. Approval levels 1-3 are within the academic unit
 - b. Level 4 is Faculty Affairs - Packet will not be sent forward until action is approved by the Provost
 - c. Level 5 is HCM - enters the appointment into OneUSG
 - d. You will receive OneUSG-generated emails when the Form is approved

SPECIAL CHAIR – Supplemental payments given for Regents Professor, Distinguished University Professorships, or Endowed Chair/Professorships should be entered as Defined Term.

Special Chair Defined Term Supplemental MSS Process Flow –

1. Log into OneUSG
2. Select the NavBar icon (upper right corner) -> Navigator page icon -> Manager Self-Service -> Compensation and Stock ->Request Supplemental Pay
3. Select triangle to the left of 'Find Team Member', write faculty member's name, and select Search magnifying glass.
4. Choose faculty member by clicking Select arrow on far right.
5. Enter the following information:
 - a. Effective Date – 1st day of the month that the supplemental payment is effective
 - b. End Date –
 - i. Indefinite end date – Enter a date with the year “9999” (e.g. 1/1/9999 or 12/31/9999)
 - ii. Appointment ending – the first day of the month following the end of the appointment
 - c. Supplemental Pay Type – Defined Term Payments
 - d. Supplemental Pay Code – Special Chair/Professorship
 - e. Amount – The monthly payment amount
 - f. Combination Code – The budget speedtype where the funds will be paid from; select Next
10. A New information summary will appear. Verify that the information shown is correct.
11. Comments: Title and compensation details – monthly & total

12. Attachments: Award letter, etc.
13. Submit (upper right corner) the MSS for approval through the assigned security hierarchy in OneUSG.
 - a. Approval levels 1-3 are within the academic unit
 - b. Level 4 is Faculty Affairs - Packet will not be sent forward until action is approved by the Provost
 - c. Level 5 is HCM - enters the appointment into OneUSG
 - d. You will receive OneUSG-generated emails when the Form is approved

DEFINED TERM – Supplemental payments that span across multiple months for duties completed over that period should be entered as Defined Term.

Defined Term Supplemental MSS Process Flow –

1. Log into OneUSG
2. Select the NavBar icon (upper right corner) -> Navigator page icon -> Manager Self-Service -> Compensation and Stock -> Request Supplemental Pay
3. Select triangle to the left of 'Find Team Member', write faculty member's name, and select Search magnifying glass.
4. Choose faculty member by clicking Select arrow on far right.
5. Enter the following information:
 - a. Effective Date – 1st day of the month that the supplemental payment is effective
 - b. End Date – the first day of the month following the end of the appointment. **This can cross fiscal years.**
 - c. Supplemental Pay Type – Defined Term Payments
 - d. Supplemental Pay Code – Additional to Job Responsibilities
 - e. Amount – The monthly payment amount
 - f. Combination Code – The budget speedtype where the funds will be paid from; select Next
14. A New information summary will appear. Verify that the information shown is correct.
15. Comments: Description of the duties being performed
16. Attachments: Supplemental Comp approval form that includes a detailed description of the duties and compensation
17. Submit (upper right corner) the MSS for approval through the assigned security hierarchy in OneUSG.
 - a. Approval levels 1-3 are within the academic unit
 - b. Level 4 is Faculty Affairs - Packet will not be sent forward until action is approved by the Provost
 - c. Level 5 is HCM - enters the appointment into OneUSG
 - d. You will receive OneUSG-generated emails when the Form is approved

ONE TIME – One-time supplemental or award payments are paid on the 1st monthly or bi-weekly payroll date following the end date entered unless the MSS is entered and approved after the payroll closing date. If that is the case, the payment will be paid on the payroll following the entry and approval.

One-time Supplemental MSS Process Flow –

1. Log into OneUSG
2. Select the NavBar icon (upper right corner) -> Navigator page icon -> Manager Self-Service -> Compensation and Stock -> Request Supplemental Pay
3. Select triangle to the left of 'Find Team Member', write faculty member's name, and select Search magnifying glass.

4. Choose faculty member by clicking Select arrow on far right.
5. Enter the following information:
 - a. Effective Date – Day that the supplemental payment is effective (it will be paid on the 1st monthly payroll after the end date)
 - b. End Date – End of the appointment
 - c. Supplemental Pay Type – One-Time Payment
 - d. Supplemental Pay Code –
 - i. Faculty Temp Assignment
 - ii. Exceptional Performance Incentive
 - e. Amount – The total payment amount
 - f. Combination Code – The budget speedtype where the funds will be paid from; select Next
18. A New information summary will appear. Verify that the information shown is correct.
19. Comments: Appointment/Award details (description of the duties being performed)
20. Attachments: Supplemental Comp approval form that includes a detailed description of the duties/award and compensation
21. Submit (upper right corner) the MSS for approval through the assigned security hierarchy in OneUSG.
 - a. Approval levels 1-3 are within the academic unit
 - b. Level 4 is Faculty Affairs - Packet will not be sent forward until action is approved by the Provost
 - c. Level 5 is HCM - enters the appointment into OneUSG
 - d. You will receive OneUSG-generated emails when the Form is approved