|  |  |
| --- | --- |
|  | **Teaching Associate- Summer Term (JC 2324) Process Summary** |
| *Office of Human Resources / Academic Personnel & Operations* |

Teaching Associates (TAs) planning to work Summer Session 2017 must be hired in job code 2324 (Teaching Associates- Summer Term) via PAR form. The session dates and deadlines are noted below:

|  |  |  |
| --- | --- | --- |
| **Session** | **Dates / Weeks** | **TA Summer Term PAR Due** |
| 1 | May 30 to August 22, 2017 (12 Weeks) | Tuesday, May 9, 2017 |
| 2 | May 30 to July 11, 2017 (6 Weeks) | Tuesday, May 9, 2017 |
| 3 | July 12 to August 22, 2017 (6 Weeks) | Wednesday, July 5, 2017 |

To ensure accurate and timely processing and payment of Summer TA appointments, a college point-person will submit to Human Resources, attention Carla Turner, an approved Summer TA PAR form. This document is necessary in order to convert academic year pay to summer equivalency.

* The Approved Summer Teaching Associate (TA) PAR must contain the following information:
  + Teaching Associate’s Name
  + Empl ID & Rec #
  + Monthly Base Rate from AY Appointment (Job Code 2354)[[1]](#footnote-1)
  + Summer WTUs
  + Summer Session working
  + Summer TA Actual Salary[[2]](#footnote-2)

*Note: The information provided on the Summer TA calculation portion of the PAR may serve as the department’s control document to facilitate the preparation of the TA’s appointment letter. The approved PAR form (one per session) will be used by HR to hire and separate the TA’s summer appointment. Corrections and/or revision of units, session dates, early separations, and cancellations of appointments must be communicated to HR Academic Personnel & Operations immediately.*

***Teaching Associate- Summer Term Process Summary (Continued)***

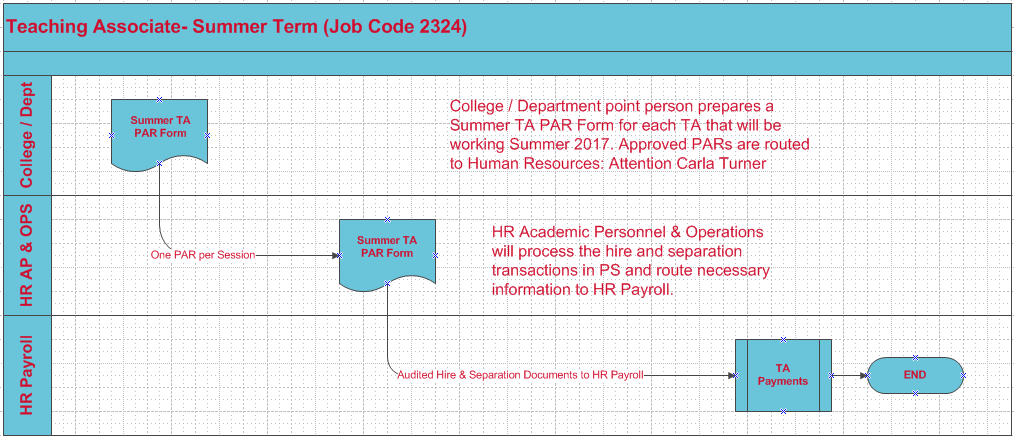
***Enter the following information on the Summer TA PAR form:***

|  |  |
| --- | --- |
| **Line Item** | **Required Information** |
| 1 | College Name, Date |
| 2 | Empl ID #, Record #, Empl Position # |
| 3 | Name (First, Middle Initial, Last) |
| 4 | Summer Session info as appropriate |
| 6 | TA AY Info, Department |
| 8 | Dept ID, AY Job Code, AY Duration, Summer WTU, AY Base Salary |
| 9 | Select the session TA is teaching by placing an “x” in the appropriate box (one box only) |

NO ADDITIONAL ENTRIES REQUIRED

Obtain approval signatures and submit Summer TA PAR Form to HR- Attention Carla Turner

Figure 1 Process Improvement TA Summer Term Workflow (Revised 04/2017)



1. This information is necessary in order to convert AY pay to equivalent summer pay. [↑](#footnote-ref-1)
2. The *Summer TA Actual Salary* is the expected gross due TA for total summer work in the selected session. [↑](#footnote-ref-2)