



Arts and Sciences

UNIVERSITY OF SOUTH CAROLINA



2025 SUMMER COMPENSATION DISCUSSION

FRIDAY, APRIL 11, 2025

DISCUSSION ITEMS

Summer Compensation

- **Summer Instruction**
 - Overview
 - CAS Summer Instruction Process
- **Summer ECOM**
 - Overview
 - CAS Summer ECOM Process
- **Paperwork Guidelines**
- **Summer CAS Processing Deadlines**
- **CAS Reference Guide & Summer Compensation Faculty Form**



SUMMER INSTRUCTION

- What is summer instruction?**
- Who is eligible to receive summer instruction?**
- When can someone receive summer instruction compensation?**
- What should be included in the justification on the PBP-2S for summer instruction?**
- What is the compensation for summer instructors (FTE vs. TFACs)?**
- When should the faculty member expect to be paid?**

CAS SUMMER INSTRUCTION PROCESS

1. Approval:

Once approved by the Curriculum Management Team, approval spreadsheet will be updated in Teams

If the request is for TFAC who did NOT work in Spring 2025, STOP HERE and process the hire via PeopleAdmin.

2. Offer Letter:

Draft the appropriate summer compensation offer letter based on the university templates and send to the faculty member to sign.

3. FTE Summer hire eForm:

Submit the Summer Hire eForm in HCM Peoplesoft, attaching the College approval and signed summer offer letter.

TFAC PBP-2S paper form: If the temporary faculty member (TFAC) taught in spring, fill out and email the Summer Employment Form (PBP-2S), the College approval, and signed summer offer letter to your assigned HR Manager for processing.

PROCESSING DEADLINES

2025 Summer Deadlines to have Hire Forms to Dean's Office

Session	Due Date
Full Summer Session (3S0) May 12 – July 31	Tuesday, April 29
6-Week Session I (3S1) May 12 - June 19	Tuesday, April 29
6-Week Session II (3S2) June 23 – July 30	Thursday, May 29
3-Week Session I (3S3) May 12 – May 29	Tuesday, April 29
3-Week Session II (3S4) June 2 - June 18	Wednesday, May 14
3-Week Session III (3S5) June 23 – July 9	Thursday, May 29
9-Week Session (3S6) June 2 – July 29	Wednesday, May 14



Keep in mind that the summer session dates above do not include exam dates. For TFACs to retain their systems access, you will want to hire them through the exam date(s). You can find the Summer 2025 Schedule, to include exam dates, on the [Registrar's website](#).

SUMMER ECOM

- What is summer ECOM?**
- Who is eligible to receive summer ECOM?**
- When can someone receive summer ECOM?**
- What should be included in the justification on the request for summer ECOM?**
- How much are faculty members compensated for ECOM?**
- When should the faculty member expect to be paid?**

CAS SUMMER ECOM PROCESS

1. **Request:** Submit the online [Summer Compensation Request](#) form for ALL summer ECOM.
2. **Approval:** The request will be reviewed by Dean's Office HR and Budget/Grants and then you will receive an email of approval or denial from your assigned CAS HR Manager.
3. **Offer Letter:** Draft the summer compensation offer letter based on the university template, adding details about the responsibilities of the faculty member during this ECOM appointment, and send to the faculty member to sign.
4. **Summer Hire eForm:** Submit the Summer Hire eForm in HCM Peoplesoft, attaching the College approval and signed summer offer letter.

SUMMER COMPENSATION FACULTY REQUEST FORM



Summer Compensation Faculty Request Form

Start now



- Optional
- Designed to collect faculty responses in real-time
- Keep track of ECOM request, up to 4 request on form
- View responses individually or collectively via spreadsheet
- Edit the form to better fit your department needs

If you would like access to the form, notify P'Laura Padgett at cashradm@mailbox.sc.edu

CAS SUMMER REFERENCE GUIDE

☐ **2025 Summer Compensation Reference Guide**

- ✓ 2025 Summer Dean's Office HR Deadlines
- ✓ Summer Instruction FAQs and Process
- ✓ Summer ECOM FAQs and Process
- ✓ 2025 Summer Compensation Guide



Q & A



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THANKS!



Office of Human Resources and Faculty Affairs



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