Overview:
All new hires/rehires joining the university should be initiated through an ePAR action – New Appointment. Similarly, if an employee is permanently leaving the university, it should be initiated through an ePAR action – Termination.

The scope of this process revolves around gathering **summer job information** on currently active employees (continuous employment) at the university in the following roles.

Summer work break assignment selections are made in the new automated **Short Work Break Assignment** function in PeopleSoft > Gemini for Departments, available through May 10. This new function replaces the former spreadsheets process used in the past. Completion and approvals are due by May 10, 2024. *New this year* - the Short Work Break Assignment form has an optional attachment function located at the bottom of the form. This field is not required, use for reference purposes only.

1. **Research Assistants/Graduate Assistants**

The summer pay for RA/GAs starts **05/16** and ends **08/15**. Go to Action Items 1 and 2 below for currently active RA/GAs.

**Action Item 1**
If a RA/GA is not expected to work in the summer, but will return to work in the fall, department submitters will complete the new automated **Short Work Break Assignment** function in PeopleSoft. Currently active RA/GAs will be listed for review.

**Department Submitter** instructions:
- Go to Gemini for Departments > Short Work Break Assignment tile > Summer Work Break Assignments
- Click Search, check “Assign Short Work Break” box for employees not working summer, but will return fall
- Remaining fields are informational purposes only, submit ePAR for summer assignments/terminations
- Save data, when complete Submit, form will route to Approvers (NOTE – only Submit when final, only one submission is allowed)

**Department Approver** instructions:
- Will receive Approver email notification
- Go to Gemini for Departments > Approval tile
- Review information, approve or deny – final approvals are due by **May 10**

**Please do NOT** submit end of assignment ePAR for spring assignments if the RA/GA is returning in the fall.

**Action Item 2**
If an RA/GA will work in the summer, please follow the cheat sheet below to initiate a summer assignment through an ePAR. We are not accepting any job data for RA/GAs from the Short Work Break assignment function. The deadline for approved ePAR summer assignments is **May 19th**. Monthly ePAR deadlines.
2. Teaching Assistants

The summer pay for TA starts 05/16 and ends 08/15. Go to Action Items 1 and 2 below for currently active TAs.

Action Item 1
If a TA is not expected to work in the summer, but will return to work in the fall, department submitters will complete the new automated Short Work Break Assignment function in PeopleSoft. Currently active TAs will be listed for review.

Department Submitter instructions:
- Go to Gemini for Departments > Short Work Break Assignment tile > Summer Work Break Assignments
- Click Search, check “Assign Short Work Break” box for employees not working summer, but will return fall
- Remaining fields are informational purposes only, submit ePAR for summer assignments/terminations
- Save data, when complete Submit, form will route to Approvers (NOTE – only Submit when final, only one submission is allowed)

Department Approver instructions:
- Will receive Approver email notification
- Go to Gemini for Departments > Approval tile
- Review information, approve or deny – final approvals are due by May 10

Please do NOT submit end of assignment ePAR for spring assignments if TA is returning in the fall.

Action Item 2
If a TA will work in the summer, please follow the cheat sheet below to initiate a summer assignment through an ePAR. We are not accepting any job data for TAs from the Short Work Break assignment function. The deadline for approved ePAR summer assignments is May 19th - Monthly ePAR deadlines.
3. Lecturers I and II – Job Codes F00050 and F00051

The summer pay for lecturers starts **05/16** and ends **08/15**. Go to Action Items 1 and 2 below for currently active lecturers.

**Action Item 1**
If a lecturer is **not** expected to work in the summer, but will return to work in the fall, department submitters will complete the new automated **Short Work Break Assignment** function in PeopleSoft. Currently active lecturers will be listed for review.

**Department Submitter instructions:**
- Go to Gemini for Departments > Short Work Break Assignment tile > Summer Work Break Assignments
- Click Search, check “Assign Short Work Break” box for employees **not** working summer, but will return fall
- Remaining fields are informational purposes only, **submit ePAR for summer assignments/terminations**
- Save data, when complete Submit, form will route to Approvers (NOTE – only Submit when final, only one submission is allowed)

**Department Approver instructions:**
- Will receive Approver email notification
- Go to Gemini for Departments > Approval tile
- Review information, approve or deny – final approvals are due by **May 10**

Please do **NOT** submit end of assignment ePAR for spring assignments if Lecturer I or II is returning in the fall.

**Action Item 2**
If a lecturer will work in the summer, please follow the cheat sheet below to initiate a summer assignment through an ePAR. We are not accepting any job data for lecturers from the Short Work Break assignment function. The deadline for approved ePAR summer assignments is **May 19**th - Monthly ePAR deadlines.
4. Faculty – All Job Codes beginning with Fxxxxx, other than F00050/51

The summer pay for faculty starts **06/01/2024 and ends 08/31/2024**. The payroll office will place all the currently active faculty employees on short work break for benefit purposes EXCEPT - The MOA (ENP 9/12) pay group employees. The primary job for MOA (ENP 9/12) paygroup employees will be left active through 08/31/2024. The summer appointment will go on secondary assignment ePAR. You will initiate a secondary assignment ePAR for all faculty who will work during the summer.

Please follow the cheat sheet below to initiate an ePAR if needed – **Due: June 5th**

5. Hourly Student Employees

Hourly student worker employees will not be on the Short Work Break Assignment function. Any funding or hourly job changes need to be submitted via ePAR.

You are not required to submit end of assignments for hourly jobs unless there are multiple assignments, and one or more need to be ended. These employees do not encumber funds and do not get paid unless they submit and you approve hours for them. This will save you time for submitting new FY24 information.

If the employee is graduating or otherwise leaving employment, you should submit a termination ePAR.