



LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

PAYROLL MEMORANDUM

2017.12

*Changing Lives,
Creating Futures*

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TO: All Human Resources and Accounts Payable departments of Community and Technical Colleges, including Baton Rouge Community College, Bossier Parish Community College, Central Louisiana Technical Community College, Delgado Community College, L. E. Fletcher Technical Community College, Louisiana Delta Community College, Northshore Technical Community College, Northwest Louisiana Technical College, Nunez Community College, River Parishes Community College, South Central Louisiana Technical College, South Louisiana Community College, SOWELA Technical Community College and the LCTCS Office

FROM: Sharon Dunham
LCTCS Payroll, Senior Payroll Manager

DATE: May 26, 2017

RE: 9 or 10 Month Faculty – Summer Leave

9 or 10 Month Faculty Leave Earning

Regardless of whether a 9/10-month faculty member has chosen to be paid over 9/10 months or 12 months, these faculty members are eligible only for faculty sick leave earnings and only over the period of time **actually worked**. Therefore, if a 9/10-month faculty member chooses to be paid over 12 months, but only actually works as a full time faculty member for 9/10-months, then he/she is only entitled to faculty sick leave earnings for 9/10-months. The faculty leave category will be inactivated on May 24, 2017 for 9 month faculty and June 7, 2017 for 10 month faculty until the fall.

Job Detail Record Upkeep- Change/Reason

The record for a 9/10-month faculty member paid over 9/10-months, who will not work for a period of time during the summer months, but who is expected to return to work for the fall, should not have their job detail record terminated. For retirement and benefit purposes the employee is still an active employee, although there will be no compensation or leave accrual during this period. For this purpose the following Action Reasons and Descriptions are to be used:

For use when going out:

Change Reason – Summer Leave
Description – 9/10-Month Faculty Summer Leave

For use upon return:

Change Reason – Return from Leave
Description – 9/10 Month Fac. Return from Summer

Add a new row with the effective date of the first day of the pay period when the employee is going out on, or returning from, summer leave 05/22/2017.

Default Earn Tab – End Date

The 9/10-month faculty job detail record remains active during the summer leave; however the CON earn code must have an end date 05/22/2017 to stop the timesheet from processing to avoid over payments.

Note: Those who have chosen to be paid over 12 months will not require the insertion of an action reason but must have the faculty sick leave terminated to assure that no leave is accrued for time not working in a regular capacity.

Centralized Payroll must be notified via email when you verify the faculty earn code has been ended.

Benefit Deductions

9/10-month faculty deductions were withheld in 18 or 20 pay periods during which summer medical and life deductions would be deducted for Academic Year 2016-17. The final pay check date for these 18/20 pay periods will be May 26, 2017. The institution is responsible for assuring that the 9/10-month faculty total amount of medical and life deductions necessary to pay for the months of July, August and September have been deducted. Missing deduction amounts will need to be collected from the faculty member in a personal check payable to LCTCS and submitted to payroll. You must contact payroll to determine the proper procedure for the capturing of the employer contributions for missed deduction amounts.

All 9/10-month faculty who are attached to the 9/10-month ECLS will not require termination of benefit plans for the summer. A 9/10-month faculty member working in an adjunct position during the summer must “exclude” benefits from the adjunct position from processing, contact payroll for assistance in proper setup.

Summer Medical and Life Report

Summer medical and life premiums are deducted under a general deduction code and will be reported under the proper plan name based on the election made by the faculty during enrollment changes. Summer Premiums are submitted to OGB in the month of June at the same time of the monthly Contribution Report.

