

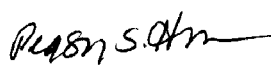
UNIVERSITY OF HAWAI'I

Office of Human Resources

MEMORANDUM

October 20, 1998

To: Designated Personnel Representatives

From: Peggy S. Hong 
System Director of Human Resources

Subject: Procedure for Coding of Lecturer FTE Effective January 16, 1999

Lecturers are currently considered half-time and therefore in the bargaining unit and eligible for benefits when they teach 7 credits for UHM/UHH/UHWO and 8 credits for Community Colleges.

Upon inception of HRIS, and continuing in PeopleSoft, the FTE for lecturers is computed based on 12 credits for UHM/UHH/UHWO and 15 credits for the Community Colleges. Therefore, a lecturer who teaches 6 credits at UHM is coded as .50 FTE even though at 6 credits, the lecturer is ineligible for benefits.

To resolve this confusion, a new procedure will be implemented which eliminates the FTE for all lecturers. Effective 01-16-99, all lecturer appointments and reappointments will be coded as 0.00 FTE. OHR is currently working with ITS to "gray out" the FTE field for lecturers effective 01-16-99.

Please note that reflecting the FTE as 0.00 will have no impact on salary computation, inasmuch as the monthly rate already takes into consideration the number of credits and the step.

Special attention must be taken to correctly code the bargaining unit and the retirement / FICA fields. We will be updating the PeopleSoft Training Manual to give instructions on the proper codes for specific situations and combinations of appointments.

Reminder: Effective with any appointments and reappointments on 01-16-99, the following statement must be reflected in the remarks of the PNF: "This appointment ends on May 31, 1999, unless employment is terminated prior to the end of the Spring Semester." In this regard, please refer to memo dated September 18, 1998, "Elimination of May 31 Lecturer Termination PNFs" available on the OHR homepage under the Electronic Document Distribution selection.

If you have any questions, please call the HRIS hotline.

c: Director Yuen
Director Nowaki

PSH/CT/SSA

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