

Refer to document "Lecturer Appointments Effective Spring 2012" dated 12/16/11 on the OHR web site/HR Info Systems/PeopleSoft/Systemwide Processing Instructions for updated procedures. The direct link to this document is:

<http://www.hawaii.edu/ohr/download/lecturer%20appts.pdf>

From: Steve T Yamada [syamada@hawaii.edu]
Sent: Tuesday, December 02, 2003 2:33 PM
To: uhsys-hr-l@hawaii.edu
Subject: mod to PNF program for lecturer FTE

Please note that while "FTE" is used in the email below, Lecturers do not have an FTE per se. Benefits, including ERS membership, for lecturers are determined solely by threshold credit hours. The conversion matrix was developed solely to implement Act 119 and should not be construed in any way to affix full time value to a certain number of credit hours.

In accordance with the July 21, 2003 memo at

<http://www.hawaii.edu/ohr/HB317.pdf>

and to implement Act 119 which allows the aggregation of multiple part time lecturer and faculty appointments, the follow modifications have been done in PeopleSoft and the PNF print program:

1. any action effective 01-16-04 (hires, EPRC, or pay adjustments) for lecturers will automatically fill the FTE field (based on the matrix) once the step is entered. If the step does not change, it may be necessary to refresh the FTE field by blanking out the step, tabbing out, then going back to and entering the step.
2. the FTE field will not exceed 1.00 even though the credit hours may exceed what appears to be 1.00 on the conversion matrix.
3. likewise, the total FTE field is capped at 1.00 on the PNF.

The matrix includes whole credit hours only. The following formulae can also be used, if necessary:

For 4-yr campuses:
If step is 7 or less, then: Step x .07143
If step is more than 7, then: Step / 12

For 2-yr campuses:
If step is 8 or less, then: Step x .0625
If step is more than 8, then: Step / 15

On a separate note, if the lecturers have an academic year appointment, ending August 31, the automatic remarks on the PNF program, stating that the appointment ends on May 31, will not occur. Therefore, programs must take affirmative action to terminate at the end of the academic year.

Please call the hotline for any questions.

UNIVERSITY OF HAWAII

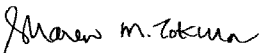
Office of Human Resources

July 21, 2003

MEMORANDUM

TO: Vice Presidents
Chancellors
Chief of Staff
Mānoa Deans and Directors

ATTENTION: Designated Personnel Representatives

FROM: Sharen M. Tokura 
Interim System Director of Human Resources

SUBJECT: Legislation, H.B. 317, Relating to the Employees' Retirement System

It is the ongoing practice of the University to employ faculty and lecturers in multiple appointments, as programmatic needs dictate, to maximize the utilization of University talents in recognition of fluctuating student enrollment, faculty workload, unanticipated leaves, and temporal nature of research funding. It has also been the long-standing practice of the University to aggregate the multiple appointments for determination of retirement benefits. Chapter 88, HRS, provides for membership in the State's Employees' Retirement System (ERS) on the basis of half-time or more appointment computed as a full-time equivalency (FTE).

In recent years, the ERS has determined that there is no statutory authority to permit the aggregation of multiple appointments and that each part-time appointment must be viewed separately for ERS eligibility pursuant to an earlier Attorney General's opinion on a related issue. Consequently, the ERS began questioning eligibility for retirement benefits and the amount of any eligible benefits of recent University retirees.

To clarify the issue of creditable (ERS) membership service for part-time employees and to safeguard the benefits of those already receiving retirement benefits, the University successfully introduced H.B. 317, signed by Governor Lingle as Act 119. Act 119 is effective July 1, 2003, and authorizes the ERS to determine eligibility of lecturers and part-time faculty on the aggregated total of part-time University appointments. Further, the Act safeguards and prevents reduction or adjustment of retirement benefits for retirees and current and future employees of the University of Hawai'i.

As a point of interest, the ERS has actuarially accounted for the funding of the prospective retirement benefits of part-time faculty and lecturers who were coded by the University as ERS eligible on the basis of the aggregated total of part-time

Vice Presidents, et. al
July 21, 2003
Page 2

appointments. Therefore, there is no added financial liability to the ERS as a result of Act 119.

Further, the bill was amended to include Administrative, Professional and Technical (APT) employees, and the University supported this amendment. However, the final amendment to the bill did not include APT appointments. As a result, senior executives and their designated staff must be mindful of and exercise due caution in splitting full-time APT position counts and establishing part-time positions. In certain instances, APT positions have been split into duplicate and triplicate positions solely for the purpose of maintaining discrete funding identities. This practice may adversely affect retirement benefits.

Employee benefits (inclusive of ERS membership) for lecturers are determined on the basis of credit hours, not by FTE, in accordance with Board of Regents' policies. As such, lecturers have no FTE, as do other BOR appointments. Thus, the University must address how to aggregate FTE and credit hours. Consequently, a mechanism has been developed to convert credit hours to FTE solely for the purpose of implementing Act 119. The attached conversion matrix will be utilized for all Spring 2004 lecturer appointments. Please ensure that this matrix is used for this one purpose only.

As this approach may adversely affect lecturers who are rehired, all lecturers with Fall 2003 appointments will be notified of the potential impact to their benefits should they be rehired for Spring 2004. Additionally, the Office of Human Resources (OHR) will be conducting informational sessions on the implementation of Act 119.

Your continued cooperation and attention to human resources management issues are appreciated.

Attachment

c: President Dobelle
Executive Administrator and Secretary of the Board Iha

TO BE USED SOLELY FOR BENEFITS ELIGIBILITY

Effective Spring 2004

Lecturer

Conversion of Semester Hours to FTE

For those teaching 7 / 8 or less semester hours for 4-year / 2-year campuses, respectively, compute FTE for one semester hour based on the logic that:

Teaching 7 / 8 semester hours for 4-year / 2-year campuses, respectively, results in ERS eligibility for the lecturer. An employee must be .50 FTE to be ERS eligible. By Board Policy, 7 (UHM/UHH/UHWO) or 8 (CC) semester hours constitutes the threshold for benefits eligibility. Therefore, solely for benefits eligibility determination purposes, 7/8 = .50 FTE.

4-yr lecturer: $1 / 7 \times .50 = .07143$ FTE

2-yr lecturer: $1 / 8 \times .50 = .0625$ FTE

For those teaching more than 7 / 8 semester hours for 4-year / 2-year campuses, respectively, FTE for benefits eligibility shall be computed based on BOR Policy that lecturers shall not normally teach a full instructional load equivalent of regular faculty, i.e., 15 semester hours for Community Colleges and 12 semester hours for four-year campuses. Therefore, 12 / 15 semester hours equates to 1.00 FTE for 4-year / 2-year campuses, respectively. Compute FTE by dividing the number of semester hours by 12 or 15.

No. of Semester Hours	UHM/UHH/UHWO	Comm Coll
1	.07143	.06250
2	.14286	.12500
3	.21429	.18750
4	.28572	.25000
5	.35715	.31250
6	.42858	.37500
7	.50001	.43750
8	.66667	.50000
9	.75000	.60000
10	.83333	.66667
11	.91667	.73333
12	1.0000	.80000
13		.86667
14		.93333
15		1.0000

Special Note: The monthly salary for lecturers reflected on the Payroll Notification Form (PNF) is already adjusted by the number of semester hours; it is the actual monthly rate that the lecturer is paid.

August 4, 2003

November 20, 2001

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