Short Term Appointment Payment Schedule

Business rules for Short Term Appointment:

- The payment schedule is based on calendar days for the length of service – payment schedule will display on the transaction for review.
  - Example – appointment is set up to pay $3000 for service period of March 17th through May 15th which is equal to 60 calendar days. The payment schedule will be $750 on April 1st (15/60*$3000), $1,500 on May 1st (30/60*$3000) and $750 on June 1st (15/60*$3000).
- The First payment will be the next monthly payroll after the begin date.
  - Example - begin date for appointment is March 17th, the first payment date will be April 1st.
- The Last payment will be the next monthly payroll after the end date.
  - Example – end date for appointment is May 15th, the last payment date will be June 1st.
- # of payments must equal the number of months of service.
  - Example – service date for appointment is March 17th through May 15th, 3 monthly payments (4/1, 5/1 & 6/1) will be required for the short term appointment.
- Multiple MFKs – charged based upon percent entered in the transaction form for MFK splits.
  - Example - $3000 payment entered as 60% charged to MFK1 and 40% to MFK2 over three payments as in previous example – April 1st payment of $750 would be charged $450 to MFK1 and $300 to MFK2; May 1st payment of $1500 would be charged $900 to MFK1 and $600 to MFK2; June 1st payment of $750 would be charged $450 to MFK1 and $300 to MFK2.
- A retroactive transaction approved after the end of service will be processed as a lump sum payment according to the last payment date rules.
  - Example – appointment set up to pay $3000 for service period of March 17th through May 15th is initiated on or after June 1st, the system will process a lump sum payment of $3000 to be paid on June 1st. The $3000 will be paid on the next monthly payroll or in this example would pay on July 1st.

Schedule Options:

- **Standard:**
  The payment schedule section will default to “Standard”:

  Payment Schedule - Please enter the payment schedule of your choice below.
  (To update the Payment Schedule fields, please refresh this form.)

  - Standard - Pay based on a prorated amount per month
  - Exception - Specify number and amount of payments

  Number of Payment Dates to Display: [ ] Refresh

<table>
<thead>
<tr>
<th>PAYMENT DATE (MM / DD / YYYY)</th>
<th>AMOUNT PAID</th>
<th>Delete Date?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 01 / 01 / 2016</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

  Complete the form as normal and click on a “Refresh” button. The system will automatically calculate the payment dates and amounts. If there is an error, a message will display with the issue so it can be fixed. Once you have a clean form, finalize it and submit it to Workflow.
Exception:
By selecting this option, the department is attesting that a written agreement exists between the employer and employee allowing for variance in payment schedule for the services being performed. The agreement shall be maintained by the department as back up documentation in the event of an audit or question of pay practice.

- Allows the department to enter a payment schedule based upon an agreement/contract. The transaction will not follow first payment rules, # of payment rules or the calendar day calculation. The transaction will follow the last payment rules as well as the accounting split for multiple MFKs. The payment schedule will default payments to the first of the month as is normal practice.
  - Example – agreement exists to pay lump sum amount of $3000 after end of service on June 1\textsuperscript{st}, two payments of $1500 during the contract on April 1\textsuperscript{st} and June 1\textsuperscript{st} or two payments of $250 on April 1\textsuperscript{st} and May 1\textsuperscript{st} and a final payment of $2500 on June 1\textsuperscript{st}.
- Enter the desired payment schedule and amounts and click “Refresh”. If there is an error, a message will display with the issue so it can be fixed. Once you have a clean form, finalize it and put it in Workflow.

Business rules for short term fellowship appointments (fellowship recipients are not employees and are not providing services to The University of Iowa):

- Short term fellowship appointments will not have an exception checkbox on the form. The general payment schedule will be determined and entered by the initiator of the transaction.
  - All payments will default to pay on the first of the month as is normal practice.
- The First payment can be processed no earlier than the begin date of the transaction.
- The Last payment will be no later than the next monthly payroll after the end date.
  - Example – end date for appointment is May 15\textsuperscript{th}, the last possible payment date will be June 1\textsuperscript{st}.
- Multiple MFKs – will be charged based upon percent entered in the transaction for MFK splits.

If you have any questions regarding the new form, please contact Katie Villhauer (katie-villhauer@uiowa.edu or 335-2380) or Kate Hilsman (kate-hilsman@uiowa.edu or 335-3829) in the Payroll Office.