

## Carbondale Campus End User Instructions

### FORM – Continuing Education and Internal Consulting Activities

**Use:** To request approval to offer a continuing education or internal consulting activity, to schedule the activity if needed and to authorize payment for the activity. Human Resources will enter information from this form in the AIS Human Resource Management System (HRMS) in order to make an authorized payment to a faculty or staff member.

**Access:** Obtain necessary form(s). Electronic forms are available through the eforms website **eforms** <http://eforms.siu.edu/siuforms/info/hro1005.html>

**Instructions:** Complete the form using the following instructions. Complete the top of the form, Section 1, and, depending on the type of activity, either Section 2, 3, or 4. Section 2 is to be completed for a credit course activity. Section 3 is to be completed for a credit free activity. Section 4 is to be completed for an internal consulting activity.

D.C.E. and Vice Chancellor's Office Use Only Section:

Leave blank.

Employee Information Section:

- Name* Last, first, and middle name of the individual being appointed.
- Employee ID* Employee ID of the individual being appointed.
- Employee's Mailcode* Mailcode where the individual being appointed receives campus mail.
- Preparer's Mailcode* Mailcode where the form preparer receives campus mail.
- Effective Date(s)*
- Beginning Date* Beginning of the activity. (Date Format DD Mmm YYYY)
- Ending Date* Ending date of the activity. (Date Format DD Mmm YYYY)
- Position ID of Primary Assignment*  
The unique AIS HRMS identifier for the individual's primary assignment.
- Rank, Title, or Classification (Job)*  
Faculty rank, administrative title or civil service classification of the individual's primary assignment.

*Department (Organization)*

Name of the department where the primary assignment is held.

*Full-time Equivalent Monthly Salary*

Full-time equivalent monthly salary of the individual performing the activity.

Section 1. Payment Request:

*Types and Amounts*

Indicate type(s) of payment(s) to be made and the amount(s) (see Compensation Policy for Continuing Education and Internal Consulting Activities in "Special Notes" section for instructions on calculating the payment).

- No additional compensation required
- Credit activity
- Individualized learning payment
- Credit-free activity
- Consulting activity
- Special payments, waivers, or conditions

*Gross Amount to Be Paid*

Total gross salary to be paid to the appointee for the course or activity.

*Payment Schedule*

Indicate whether the payment is to be made in a lump sum or in installments. If to be paid in a lump sum, the date of the payroll on which the payment should be made. If to be paid in installments, the desired payroll date of the first payment. The first installment is not to precede the beginning of services. The activity must be complete before the final installment or lump sum payment is made.

Account Information Section:

*FAS Account#*

FAS account number the assignment is to be paid from.

*FAS Account Title (AIS Budget Description)*

FAS account title/AIS budget description for the account the assignment is to be paid from.

*AIS Fund*

AIS fund to be charged.

*AIS Unit*

AIS unit to be charged.

*AIS Budget Purpose*

AIS budget purpose to be charged.

*AIS Department Activity 1*

Optional, the AIS department activity 1 to be charged. If no value is provided, the default value of '00000' will be assigned.

*AIS Department Activity 2*

Optional, the AIS department activity 2 to be charged. If no value is provided, the default value of '00000' will be assigned.

*AIS Function*

AIS function to be charged.

*AIS Natural Account*

AIS natural account to be charged. Choose from dropdown list.

Section 2. Credit Course Activity:

*Course Number and Title*

Number and title of the credit course being offered.

*Semester*

Semester when the credit course is being offered.

*Year*

Year when the course is being offered.

*Semester Hours*

Hours of credit to be granted for successful completion of the course.

*Location*

Location where the course or activity will be held.

*Days/Times*

Dates and times of the course or activity.

*Total Contact Hours*

Total course contact hours.

*Beginning Date*

Beginning date of the course. (Date format DD Mmm YYYY)

*Ending Date*

Ending date of the course. (Date format DD Mmm YYYY)

*Type of Credit*

Indicate whether credit will be granted at the undergraduate or graduate level, or both.

*Tuition*

Indicate whether the tuition charged will be the regular off-campus tuition or another rate.

*Admissions & Records Use Only*

Leave blank.

Section 3. Credit Free Activity:

*Title*

Title of the credit free activity.

*Number of contact hours*

List number of hours in the classroom, workshop, etc.

*Location*

Location where the course or activity will be held.

*Continuing Education Use only*  
Leave blank.

#### Section 4. Internal Consulting Activity:

*Description of Consulting Activity*  
A brief description of the work to be performed.

*Total Consulting Days* Number of days that will be spent performing the project/activity.

*Location* Indicate whether the work will be performed on or off-campus. If off-campus, the city and state where the work will be performed.

*Signature of Staff Member*  
Signature of the staff member to be compensated for the activity and date signed. Date format (DD Mmm YYYY)

#### Administrative Approvals Section:

*Chair/Fiscal Officer* Signature of Chair/Fiscal Officer and date signed.

*Dean/Director* Signature of Dean/Director and date signed.

*Dean of the Graduate School*  
Signature of the Dean of the Graduate School and date signed.  
Required only for credit course activity at the graduate level.

*Director of Continuing Education*  
Signature of the Director of Continuing Education and date signed.

*Other Administrative Approval*  
Signature of any other administrator whose approval is required and date signed.

*Vice Chancellor/Provost*  
Signature of Vice Chancellor/Provost and date signed.

**Special Notes:** The hiring unit should make a copy of the completed form for departmental records. After all signatures have been obtained, Human Resources will forward a copy of the completed form to the staff member and to the vice chancellor for further distribution.

All dollar amounts should be entered without the currency (\$) and three-digit grouping (,) symbols. These symbols will be inserted when you exit the field.

The complete compensation policy for continuing education and internal consulting activities follows for reference in completing this form.

## COMPENSATION POLICY FOR CONTINUING EDUCATION AND INTERNAL CONSULTING ACTIVITIES

### I. General Guidelines and Limitations

#### A. *Authorization and Approvals*

University personnel holding faculty, administrative/professional or civil service appointment who wish to engage in activities for which extra compensation is allowed, first must obtain the approval of their supervisor or chairperson, and the appropriate academic dean (or the unit Vice President if non-academic). This Policy applies only to those persons who are on appointment at SIUC during the period for which extra compensation is requested and services are performed.

#### B. *Annual Maximum*

The total amount of extra compensation which one can earn in a fiscal year from all activities (instructional and internal consulting) shall not exceed 20% of an employee's equated annual salary (monthly salary x 12). For purposes of the Policy, the fiscal year begins July 1.

#### C. *Waivers*

A University employee may waive all or part of available extra compensation.

#### D. *Payment Schedule*

The first installment or lump sum payment date is not to precede the beginning of services.

### II. Compensation for Credit Activities

#### A. *On-Campus Credit Courses*

University employees teaching credit courses within the designated University attendance center at Carbondale, Illinois are not eligible to receive additional compensation for these activities. The boundaries of the designated University attendance center are defined as the city limits of Carbondale, the CTC campus near Carterville, the University Farms at Carbondale, Southern Illinois Airport, and the Touch of Nature facility south of Carbondale.

#### B. *Off-Campus Credit Courses*

An instructor who teaches a credit course beyond the designated University attendance area at Carbondale, Illinois, may receive an extra compensation allowance. Payment is based on the number of credit hours per course and is computed as a percentage of the monthly salary plus a one-way mileage factor.

The following chart sets forth the multipliers used in computing extra compensation.

CrHr	Rate Mo Salary	Rate Per Mile
1	.0833	\$ 0.666
2	.1666	\$ 1.333
3	.25	\$ 2.00
4	.3333	\$ 2.666



5	.4166	\$ 3.333
6	.5	\$ 4.00

Example: An instructor who teaches a three semester hour course 100 miles from the University attendance area and who earns \$3,000 would receive a \$950 compensation allowance.  $(\$3,000 \times .25) + (100 \text{ mi.} \times \$2) = \$950$ .

Faculty must have concurrent responsibilities at different locations to be eligible for continuing education compensation. For faculty whose regular teaching location is other than Carbondale, Illinois, that place of employment is used as the basis for computing extra compensation.

Minimum compensation for one, two, three and four-hour courses is \$250, \$500, \$750, and \$1000 respectively.

The maximum compensation allowance for any one course may not exceed the following percentage of that instructor's monthly salary.

- 1 Sem Hour = 16 2/3% of monthly salary
- 2 Sem Hour = 33 1/3% of monthly salary
- 3 Sem Hour = 50% of monthly salary
- 4 Sem Hour = 66 2/3% of monthly salary
- 5 Sem Hour = 83 1/3% of monthly salary
- 6 Sem Hour = 100% of monthly salary

Faculty teaching more than one course at the same location per trip will receive (a) full allowance for the course carrying the greatest number of credit hours and (b) the monthly salary factor for additional courses. Mileage is not paid for the second or additional courses.

EXAMPLE: A faculty member with a monthly salary of \$2,800 who teaches a three-hour course and a one-hour course back-to-back 100 miles from campus will be paid \$900 for the three hour course and \$233 for the one-hour course for a total of \$1,133.

Faculty teaching courses at two or more off-campus locations per trip will receive (a) full allowance for the course farthest from the campus and (b) the monthly salary factor for additional courses. Mileage is not paid for the second or additional courses.

EXAMPLE: A faculty member with a monthly salary of \$2,800 who teaches a three-hour course 75 miles from campus at 4:00 p.m. on Tuesdays and another three-hour course 50 miles from campus at 7:00 p.m. on Tuesdays (one trip) will be paid \$850 and \$700 for a total of \$1,550.

C. *Travel/Study Program*

Faculty members who organize and conduct Travel/Study groups are eligible for University compensation. Travel/Study awards require the approval of the SIUC Travel/Study Committee in addition to all regular approvals. Faculty compensation under a Travel/Study award is treated as a summer appointment and will not reduce the faculty member's eligibility for extra compensation in other Continuing Education activities. This compensation is based upon the duration of the program and a percentage of the instructor's monthly salary as per the following schedule:

- One Week = 25% of monthly salary
- Two Weeks = 50% of monthly salary
- Three Weeks = 75% of monthly salary
- Four Weeks = 100% of monthly salary

Five Weeks or More = Negotiable

- D. *International Contractual Programs*  
Extra compensation for international programs may be negotiated based on funding agency requirements and applicable University policy.

### III. Compensation for Credit-Free Activities

Extra compensation for SIUC faculty and staff participating in credit-free instructional activities is based upon instructional contact hours. The duties and responsibilities for which extra compensation is requested must be over and above those associated with the individual's regular University assignment. Compensation is determined by the type of activity and is subject to the income from that activity and will normally be at the rate of 1.5% of one month's salary for each instructional contact hour.

Compensation above the normal rate requires prior approval by the Director of Continuing Education and is subject to the income available from that activity. In no case may the rate of extra compensation for credit-free instructional activities exceed \$150 per contact hour, nor \$1,200 per day.

### IV. Compensation for Individualized Learning Activities

The Division of Continuing Education's "Instructional Agreement for Individualized Learning Course," approved on July 10, 1981, governs compensation for credit and credit-free instruction provided in a non-traditional format.

### V. Compensation for Consulting Activities

Approval for consulting activities on the part of University faculty and staff are subject to the determination of the benefit to the individual and to the University. The principal criteria which must be met to qualify such activities for extra compensation are as follows:

1. The activity may not compromise the University or conflict with other activities being carried out by the University.
2. The activity must contribute to the professional development of the faculty member.
3. The work performed may not interfere with complete fulfillment of normal University duties and responsibilities of the faculty member.
4. The funding for on-campus consulting or consulting at an off-campus attendance center of the University is obtained through a budgeted line in an externally funded research or grant account or externally funded training account. Funds obtained through the Board of Higher Education allocation cannot be used.
5. The compensation rate for on-campus consulting or consulting at an off-campus attendance center of the University does not exceed the normal salary rate of the individual.

Example: A faculty/staff member with a 100% appointment and a monthly salary of \$3,000 can earn \$137.93 per day

$$\begin{array}{rcccl} \$3,000 & / & 21.75 & = & \$137.93 \\ \text{(Monthly Salary)} & & & & \text{(Daily Rate)} \end{array}$$

6. The services cannot exceed an average of one day per week during the individual's normal appointment period (includes non-credit activities).

Example: A faculty/staff member with a 100% appointment and a monthly salary of \$3,000 for consulting during a four week-month:

$$\$3,000 + (4 \times \$137.93) = \$3,551.72 \text{ (Total Salary)}$$

7. The Principal Investigator/Project Manager cannot be compensated for consulting services associated with his or her own project.
8. Consulting activities by faculty members not specifically defined in this policy shall be covered by the provisions of Policy on Outside Employment, Chapter II, Faculty Handbook.

### **VI. Travel Expenses Reimbursement**

Approved travel expenses are reimbursed in accordance with SIUC Travel Policies. These expenses are not included in the maximum allowable compensation for continuing education activities in any fiscal year.

### **Routing:**

Print this form, acquire the appropriate signatures, and mail it to: Human Resources, MC 6520.