

## Process

At or near noon on Friday May 16<sup>th</sup>, data on course enrollments will be collected thus establishing the minimum compensation rate for any given course.

After deletions for non-payment, there is a re-registration period. If students are allowed to re-register for courses, the enrollment will count for pay purposes. If students are removed for non-payment and do not re-enroll, those students will not count for pay purposes, except that in no case will a professor be paid less than the guaranteed minimum established at noon on Friday May 16<sup>th</sup>.

After the re-registration period, data on course enrollments will be collected thus establishing the maximum compensation rate for any given course.

This data is transferred to a spread sheet. The data in this spread sheet is compared to the minimum compensation data and the greater number is used for final computation of pay.

After the enrollment numbers are established, adjustments are made to the spread sheet for cross-listed courses, weight-averaged courses, graduate students, and other such modifications or corrections. Base salaries are also added to the spread sheet at this point.

**It is important to note that an effort is made to identify situations where weight averaging is appropriate. However, it is in the teaching professor's best interest to self-identify and notify the scribe that such calculations should be considered.**

After adjustments, the formulas are applied to each session (lecture and lab) and a list of dollar amounts for each course is generated.

## An Undergraduate Course

The formula for assigning an amount to **any given undergraduate course** looks something like this:

=IF(I235>19, 0.03\*L235\*G235,(I235/19\*0.03\*L235\*G235))

And translates into something like plain language like this:

= IF (course enrollment) > 19, THEN (0.03) (base salary) (credit hours), ELSE ((course enrollment) / 19) (.03) (base salary) (credit hours)

## A Graduate Course

Of course, if the course is a **graduate course**, then of course, the number would not be 19, it would be 12 and the formula would be:

$$=IF(K195>12, 0.03*L195*G195,(K195/12*0.03*L195*G195))$$

## A Lab

And if the session is a **lab**, the formula would look like this:

$$=IF(J73>16, 0.03*L73*H73,(J73/16*0.03*L73*H73))$$

Note that lab credit hours are converted to 1 for a 2-hour lab and 1.3 for a 3-hour lab before this formula is applied.

## Each Session is Totaled

The dollar amounts per course are totaled

$$=SUM(M183:M188)$$

## An Amount is Selected

A formula is entered that selects either the base salary divided by 3, or the generated amount.

The formula looks like this in the spread sheet:

$$=IF(N237>(L237/3),(L237/3),N237)$$

And equates to this in something like plain language:

$$=IF (\text{generated pay}) > (\text{base salary}/3) \text{ THEN select } (\text{base salary}/3) \text{ ELSE select } (\text{generated pay})$$

## Data is Transferred

The selected amounts are transferred to another spread sheet that contains only your name, SSN, amount to be paid, and your academic department. This spread sheet is delivered to pay roll and they process the amount in accordance with existing pay rules.

Of course, there are various iterations and special circumstances that change some formulas, but that's the basic process.