

## **Supplemental FTE Formula and new Excess Workload Compensation (EWC) Earn Type for Academic Student Employees (ASE) Covered by the UW/UAW Local 4121 Contract**

The UW/UAW contract with Academic Student Employees (ASE) stipulates that the standard 50% FTE appointment will consist of 220 hours of assigned work per quarter. Some assignments may exceed the standard 220 hours per quarter. Payroll, HR Compensation and The Graduate School have collaborated to define two processes to handle approved excess hours.

### **1. Supplemental FTE Appointments to Compensate for Hours in Excess of 220 for the Quarter**

When it is anticipated at the start of a quarter that the assigned workload of a 50% ASE appointment will require more than 220\* hours to complete, the preferred method of handling such an appointment is to increase the FTE % to provide the appropriate number of work hours. This should be done using the following formula:

$$\text{(Additional Workload Hours / 220) x .50 = Additional FTE \%}$$

The above formula is based on the premise that the additional work hours expressed as a percentage of the 220 quarterly workload limit must equal the additional FTE as a percentage of the standard 50% quarterly appointment FTE.

Example: The additional FTE for an individual who is expected to have an additional assigned workload of 22 hours for the quarter is calculated as follows:

$$22 / 220 = .10 \text{ x } .50 = 5\% \text{ (Proof: } 22/220 = .10; .05/.50 = .10)$$

**\* Please note: This formula can be used to calculate additional FTE for appointments of less than 50%. Appointments of less than 50% have reduced FTE and workload limits for the quarter but no changes should be made to those factors in the above formula when calculating supplemental FTE for the partial appointments.**

### **2. Excess Workload Compensation (EWC) Earn Type**

The second process is normally used toward the end of the quarter, when the supervisor agrees that the ASE's assigned workload will exceed the 220 hour threshold. A new earn type called **Excess Workload Compensation (EWC)** has been created. It is a flat dollar amount added to the regular appointment salary to appropriately compensate a student for assigned work in excess of 220 hours. The EWC payment should normally be made in the last pay period of the quarter. It is calculated as if it were a retroactive supplemental FTE appointment:

$$\text{(Excess hours / 220) x (Unit's Schedule 1** monthly rate x 3) = EWC amount}$$

**Example:** For a 50% ASE earning the entry rate of \$1,406 per month and working an additional 22 hours for the quarter, EWC would be calculated as follows:

$$(22 \text{ excess hours} / 220) \times (\$1,406 \times 3) = .10 \times \$4,218 = \$421.80$$

**\*\* Please Note:** EWC may be used for Schedules 2 or 3 appointments in some cases. When using EWC for compensating supplemental hours for these appointments, the respective Schedule 2 or 3 monthly rate should be used for all hours (combined FTE hours plus supplemental hours) up to and including 220 for the quarter and the Schedule 1 monthly rate should be used for any hours in excess of 220 for the quarter. *Use of EWC to supplement a partial FTE appointment for hours approaching or exceeding 220 should be a rare occurrence that could not have been anticipated at the beginning of the quarter.*

### OPUS Entry of EWC

EWC payment should be entered in the ASE's appointment as a separate distribution line for the appropriate amount using earn type EWC in the "EARN TYPE" column of the OPUS screen. The amount will be listed under the distribution amount for a single pay period. **Please note that, just like other single pay period entries, the amount entered into OPUS will need to be double the amount to be paid to the ASE as HEPPS will divide the entry by two to calculate the single-period payment.**

The job codes and titles that can use EWC are listed below. (The job codes listed in parentheses are for Salary Schedules 2 and 3. These codes are to be used ONLY if the ASE is being paid on Schedule 2 or 3 in his or her primary appointment)

0817 (0820, 0803)	Teaching Assistant
0816 (0819, 0802)	Predoc. Teaching Associate I
0815 (0818, 0801)	Predoc. Teaching Associate II
0847 (0850, 0853)	Research Assistant
0846 (0849, 0850)	Predoc. Research Associate I
0845 (0848, 0851)	Predoc. Research Associate II
0857 (0840, 0843)	Staff Assistant
0856 (0839, 0842)	Predoc. Staff Associate I
0855 (0838, 0841)	Predoc Staff Associate II
0804 (0806, 0809)	Predoc Instructor
0805 (0807, 0810)	Predoc Lecturer
0844 (0808, 0811)	Predoc. Researcher