



Understanding PeopleSoft Contract Pay for Faculty and Graduate Assistants

UTRGV will pay faculty and graduate assistant employees using contract pay functionality in PeopleSoft.

There is a **contract term** and a **payment term**, which determines contract type and earnings. E.g., 9-month contract paid in 12 months (9/12) or 9-month contract paid in 9 months (9/9).

Contract pay will define based on a start and end dates for the contract work and for the contract payments. These dates define the contract term and the payment term.

PeopleSoft Payroll levels contract pay over the specify payment term.

Example 1, consider a contract for \$36,000 USD with a contract term of nine months and a monthly payment frequency:

- If the payment term is the same as the contract term, your pay will reflect \$4,000 USD per month for **nine** months.
- This example applies to all Graduate Assistants since there they don't have an option to spread their salary over the number of months that the contract is active.

Example 2, consider a contract for \$8,851 USD with a contract term of **five** months and a monthly payment frequency. Illustration below.

- The full contract amounts \$8,851 USD will display under the 'Pay Rate', first highlight.
- The payment term is same as the contract; your pay will reflect \$1,770.20 USD per month for five months. This amount will display under the 'Contract Earnings – (18)' second highlight.

University Of Texas, RGV
1201 West University Drive
Edinburg, TX 78539-2999

Pay Group: MON
Pay Begin Date: 05/01/2018
Pay End Date: 05/31/2018

Business Unit:
Advice #: 00000
Advice Date: 06/01/2018

Employee D Name 7Employee Address Lines	Employee ID: 123456789 Department: Department Name Location: 4901 East University Blvd Job Title: Faculty Associate Adjunct Pay Rate: \$8,851.00 Contract	TAX DATA: Marital Status: Single Allowances: 1 Addl. Percent: Addl. Amount:	Federal N/A 0	TX State 0
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HOURS AND EARNINGS						TAXES		
Description	Rate	Current		YTD		Description	Current	YTD
		Hours	Earnings	Hours	Earnings			
Contract Earnings - (18)			1,770.20		20,652.45	Fed Withholding	118.05	4,727.97
Contract Earned Not Paid - (18)			0.00		8,851.08	Fed MED/EE	25.67	432.46
Temporary Add'l Duties - (18)			0.00		360.00	Fed OASDI/EE	109.75	1,849.13
TOTAL:		0.00	1,770.20	0.00	29,863.53	TOTAL:	253.47	7,009.56

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
Dental	0.00	32.40	Group Life Insurance	0.00	199.45	Worker's Compensation Ins	1.88	22.28
Vision	0.00	5.90	Long Term Disability	0.00	33.63	Medical	0.00	598.14
AD&D Ins	0.00	0.56				Optional Retirement Plan	0.00	1,008.22
Optional Retirement Plan	0.00	788.79						
TOTAL:	0.00	827.65	TOTAL:	0.00	233.08	*TAXABLE		

	TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current	1,770.20	1,770.20	253.47	0.00	1,516.73
YTD	29,863.53	29,035.88	7,009.56	1,060.73	21,793.24

NET PAY DISTRIBUTION			
Advice #	Account Type	Account Number	Deposit Amount
Advice #00000	Checking	*****xxx	1,516.73
TOTAL:			1,516.73

Example 3, consider a contract for \$38,000 USD with a contract term of **nine over twelve**. Illustration below.

- The full contract amounts \$38,000 USD will display under the 'Pay Rate', first highlight.
- When the payment term selected is nine over twelve, your pay will reflect \$3,166.67 USD per month for twelve months. This amount will display under Hours and Earnings.
- You will see a positive and negative amount in Hours and Earnings. In 'Contract Earnings' will reflect the nine over nine amount \$4222.22, below you will see a negative amount in 'Contract Earned Not Paid' \$-1,055.55 this is to bring your amount to \$3,166.67 which will be your pay for twelve months. The \$-1,055.55 accumulates over 9 months to be distributed in 3 payments over the summer. Payments equal to \$3,166.67, second highlight.
- The example below also includes another amount under contract \$535.72, this is for an additional contract. Please disregard for this explanation.

University of Texas
 Campus Address
 City, State Zip

Pay Group: MON-UTXX Monthly
 Pay Begin Date: 03/01/2017
 Pay End Date: 03/31/2017

Business Unit: UTXXX
 Advice #: 000007100032081
 Advice Date: 04/03/2017

Employee Name	Employee ID: 6000000000	TAX DATA:	Federal	MO State
Employee Address	Department: DVISPA-Dept of Visual & Perform Arts	Marital Status:	Single	Single
City, State Zip	Location: Visual Arts Studios	Allowances:	0	0
	Job Title: Lecturer	Add. Percent:		
	Pay Rate: \$38,000.00 Contract	Add. Amount:		

HOURS AND EARNINGS						TAXES		
Description	Current		Earnings	YTD		Description	Current	YTD
	Rate	Hours		Hours	Earnings			
Contract Earnings - (18)			4,222.22			Fed Withholding	361.42	3,307.84
Contract Earned Not Paid - (18)			-1,055.55			Fed MED/EE	45.61	290.49
Contract Earnings - (18)			535.72			Fed OASDI/EE	195.00	1,242.09
Temporary Add'l Duties - (18)			0.00			MO Withholding	99.00	815.00
TOTAL:	0.00	3,702.39	3,702.39	0.00	22,262.39	TOTAL:	701.03	5,655.42

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
Medical	507.15	2,028.60				Medical	1,114.18	4,456.72
Flex - Medical	50.00	200.00				Teacher Retirement Plan	251.76	1,513.83
Teacher Retirement Plan	285.08	1,714.19				Worker's Compensation Ins	3.52	21.16
TOTAL:	842.23	3,942.79	TOTAL:	0.00	0.00	*TAXABLE		

	TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current	3,702.39	2,860.16	701.03	842.23	2,159.13
YTD	22,262.39	18,319.60	5,655.42	3,942.79	12,664.18

NET PAY DISTRIBUTION			
Account Type	Account Number	Deposit Amount	
Advice #000007100032081	Checking	*****XXX	2,159.13
TOTAL:			2,159.13