

E-TRAC SUPPLEMENT

TEACHING ASSOCIATE – SUMMER TERM

June 14, 2012

To Appoint Summer Teaching Associates, Job Code 2324, please proceed to process as an Employee Hire E-TRAC. For additional information, please reference [HR/SA 2012-05](#).

Please use excel worksheet tool to determine TA **Timebase** and FT Summer **Comp Rate**. **The Excel Work sheet incorporates the formulas established in the technical letter HR/SA 2012-05 for semester campuses.**

- SUM_TA_2324_CALC.xlsx

Summer Teaching Associate Worksheet

1. Enter WTU (**Column D**) in corresponding session (R1, R2, R3, or R4)
2. Enter AY MO BASE (**Column E**)
3. Summer timebase (**Column F**)
4. FT Summer Comp Rate (**Column G**)

- Example:**
1. 3 Unit Class in R1
 2. \$2,240.00 AY Monthly Base
 3. 0.60 Timebase
 4. \$3,942.00 FT Summer Comp Rate

| A | B | C | D | E | F | G | J |
|---------|----------|----------|------|-------------|------|-------------|-------------|
| SESSION | EFF DATE | END DATE | WTU | AY MO BASE | TB | COMP RATE | ACTUAL PAY |
| R1 | 6/4/12 | 7/6/12 | 3.00 | \$ 2,240.00 | 0.60 | \$ 3,942.00 | \$ 2,688.00 |
| R2 | 6/18/12 | 8/10/12 | | | 0.00 | #DIV/0! | \$ - |
| R3 | 7/9/12 | 8/10/12 | | | 0.00 | #DIV/0! | \$ - |
| R4 | 6/4/12 | 8/10/12 | | | 0.00 | #DIV/0! | \$ - |

For each Summer TA appointment, use the session in Column A from Table above to derive the following values for ETRAC processing:

- Use the corresponding session effective date (B) for the ETRAC "Effective Date" field
- Use the corresponding session end date (C) for the ETRAC "Appt End:" field
- Enter the units to be taught for the corresponding session into the WTU cell/ column D, using the table above
- Enter the TA's regular Academic Year full time salary base into the AY MO BASE / column E, using the table above
- Use the resulting TB (timebase) in column F to enter into the ETRAC "FTE" field. Disregard /do not use the resulting WTU figure that appears in ETRAC
- Use the resulting COMP RATE in column G to enter into the ETRAC "Comp Rate:" field.

Complete, Save and Submit the ETRAC as usual

E-TRAC Instructions

1. Enter **Effective Date** – Beginning of Session (e.g.,: R1 – 6/4/2012)
2. Select **Position Number** for Job Code 2324

NOTE: Disregard WTU

3. Enter TB from Column F into **FTE field**
4. Select **Empl Class** of Temp
5. Enter **Appt End Date** – End of Session (e.g.,: R1 – 7/6/2012)
6. Enter Comp Rate from Column G in **Comp Rate Field**
7. **Save** and **Submit** your transaction

The screenshot shows the E-TRAC system interface with the following fields and values:

- Number: 00003236
- Teaching Associate Summer Term
- Absence/Time: 00008713
- Director of CEL
- Approver: 00008713
- Department: 3627
- OTHER CEL RELATED
- WTU: 9.00000
- Fraction: 3/5
- *FTE: 0.600000
- Job Code: 2324
- Teaching Associate Summer Term
- *Empl Class: Temp
- FLSA Status: Exempt
- Appt Dur: [Dropdown]
- *Appt End: 07/06/2012
- Sal Plan: 117
- R11 Salary Plan 7
- Salary Grade: 1
- MASTER'S PROGRAM
- Rate Code: CSUMTH
- Comp Rate: \$2337.00
- USD Min: \$1856.00
- Max: \$7561.00

Red callout boxes with arrows point to the following fields:

- Enter TB from Excel worksheet, column F ONLY (points to *FTE)
- Do not use. Disregard value (points to WTU)
- Enter Comp Rate from Excel work sheet, Column G (points to Comp Rate)