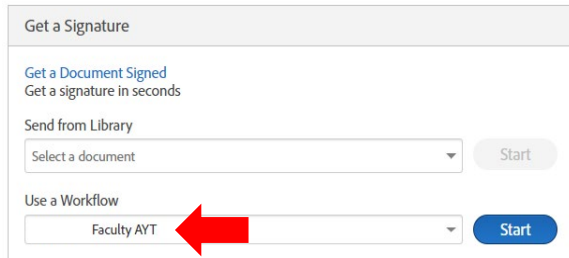


Faculty Academic Year Time (AYT) Salary

Log into [Adobe Sign Enterprise](#) by entering your Rice email address, then access using your NetID and password.

In the Adobe Sign dashboard, select **Faculty AYT** from the **Use a Workflow** drop down box.



Enter the email addresses for the required* and optional approvals needed for this form. Use **NetID** email addresses as recommended by OIT Security.

Approval Level
Faculty Salary Recipient*
Principal Investigator or Project Director <i>(if Faculty Salary Recipient is not the Principal Investigator or Project Director)</i>
Department Chair*
Additional Department Chair <i>(if funding from different departments)</i>
Dean*
Additional Dean <i>(if funding from different schools)</i>
Central Fund Signer <i>(if Provost funding)</i>
RCA* rcareporting@rice.edu
Payroll* payroll@rice.edu
Budget Office* budget@rice.edu

Update the Document Name with the AYT, LAST NAME, FIRST NAME, SEMESTER YEAR format.

Document Name* Message Template ▾

Within the form, select the request (new or revision) of the form.



Faculty Academic Year Time Salary

Request: Select... 

Complete* the following general information:

First Name: *	Last Name: *	Employee ID: *
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First Name* – Enter the first name of the faculty salary recipient.

Last Name* – Enter the last name of the faculty salary recipient.

Employee ID* – Enter the Banner ID (requires Exxxxxxx format).

Click on the link to access the [excel form](#). Complete* the AYT excel form (gray fields are required). (**NOTE:** The excel form will be an attachment in the Adobe Sign form.)

	FACULTY ACADEMIC YEAR TIME SALARY DISTRIBUTION
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In the first gray box, select FALL SEMESTER or SPRING SEMESTER. This will enable the appropriate payroll periods within the form. In the second gray box, select the calendar year.

Complete* the following general information:

First Name:		Last Name:		Employee ID #:		Position #:	
Home Org:		Department:		Base Salary: \$		Semi-Monthly Rate: \$	
Request:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

First Name* – Enter the first name of the faculty salary recipient.

Last Name* – Enter the last name of the faculty salary recipient.

Employee ID#* – Enter the Banner ID (requires Exxxxxxx format).

Position #* - Enter the 6-digit position number.

Home Org* - Enter the 6-digit home org.

Department – The home org description will default. Modify if needed.

Base Salary* - Enter base salary for the academic year.

Semi-Monthly Rate – This field is not enterable and calculates base salary / 18 academic year pay periods (ex. \$100,000/18 = \$5,555.56). Faculty paid over 9 months (18 pays) and 12 months (24 pays) have the same semi-monthly rate.

Request* - Select Original or Revised from the list. If a revised form, the SM pay periods for the semester will appear. Check the SM pay periods requiring changes.

Request: **Revised** SM1 SM1 SM1 SM1 SM2 SM2 SM2 SM2 SM2



Complete* or refer to the following payment information:

Period: **AUGUST 16-31 (SM16)**

FUND	ORGN	ACCT	PROG	ACTV	LOCN Cost Sharing	%	AMOUNT by FUND	CONTROLLER'S OFFICE USE ONLY

Period – This field is not enterable and provides the payroll periods based on the selection under the form title.

FUND* – Enter the fund.

ORGN* – Enter the 6-digit org.

ACCT* – Enter 60110 (Professor), 60120 (Associate Professor) or 60130 (Assistant Professor).

PROG* – Select the appropriate program code from the list.

ACTV – Enter the activity code, if applicable.

LOCN Cost Sharing – Enter the location code, if applicable.

%* - Enter the percentage for the fund/org (rounded to the nearest two decimals). The total must equal 100%.

AMOUNT by FUND – This field is not enterable and calculates the amount for the fund/org using the semi-monthly rate and % fields.

CONTROLLER'S OFFICE USE ONLY – RCA indicates notes or corrections.

In the **Attachments** section, attach documents as needed.

AYT Excel Attachment: Click to Attach AYT E...	RCA Revision (if applicable): Click to Attac...	Click to Attac...	
Additional Attachments: Click to Attach Ad...	Click to Attach Ad...	Click to Attach Ad...	Click to Attach Ad...

AYT Excel Attachment* - Attach the AYT excel form.

RCA Revision (if applicable) – RCA can attach a revised form, if applicable.

Additional Attachments – If applicable, attach additional support. Examples include salary cap worksheet, email documentation, additional approvals, etc. Any individual in the workflow can attach documents.

In the **Requestor Comments** section, add comments to provide support or communicate with individuals in the workflow.

Requestor Comments:

In the **Reviewer Comments** section, add comments to provide support or communicate with individuals in the workflow.

Reviewer Comments:

After the form moves through the workflow and receives all signatures, individuals in the workflow will receive a final form. Please review the document for any changes or information shared by RCA and/or Payroll.

RCA Comments or **Payroll Comments** – RCA or Payroll may provide additional comments for review.