OFF DUTY PAY GUIDELINES

❖ Off Duty period appointments may not exceed 3/9th base salary per academic year
   o ODP on external funds cannot exceed 2.5 months.
   o ODP on university funding cannot exceed 2 months.
❖ Faculty on release time are not eligible to receive ODP.
❖ Faculty receiving Supplemental Compensation are not eligible for ODP during the same month, unless it is approved by OAA.
❖ ODP must be paid in the month the work is performed.
❖ Please submit all payment requests through HR Action.
   o The ODP calculator is available to calculate amount owed based on the eligible days worked. Please contact the Service Center if you have any issues with the calculator and rounding amounts.

Off Duty Pay Calculation Examples

Traditional (Full 3 months – Summer Only example)

Receives 3 months during Summer 2020 (using the days noted on the calendar).

Example:
Professor has a 9/12 appointment and receives an annual salary of $150,000. His 9-month rate is $16,666.67. He wishes to use OSP Funding for the all 3 summer months at 50% on his project with the remaining charged to UNIV funding. ODP for summer is calculated as follows:

Off Duty Pay Calculation and Limit Summary

Base Salary:	$ 150,000.00	Total Requested ODP $	50,000.00
Maximum ODP (3/9):	$ 50,000.00	Total Eligible ODP $	50,000.00
Monthly Pay Rate (1/9)	$ 16,666.67		
Max ODP from external grant/contract funds (may not exceed 2.5/9):	$ 41,666.67	Daily Rate $	833.33
Max ODP from University funds (may not exceed 2/9):	$ 33,333.33	# Days	60.00

Enter number of eligible days worked each month (See ODP Calendar for details):

May Eligible (10)	June Eligible (20)	July Eligible (20)	August Eligible (10)
10.00	20.00	20.00	10.00

Summer ODP	3.00	Total ODP	3.00

Total OSP ODP	1.50	Total Univ ODP	1.50	Total Funding	3.00

Enter chartfield(s) for each month ("Unhide" for additional chartfield rows):

Month	Payment Amount	% of Time	Cost Center	Fund	Program	Grant	Balancing Unit	Function
May	$ 4,166.66	25%	CC10662	FD520		GR12225	BL1075	FN106
	$ 4,166.67	25%	CC10662	FD100			BL1075	FN106
		0%						
		0%						
Payment Total	$ 8,333.33							
Amount Eligible:	$ 8,333.33							
June	$ 8,333.33	50%	CC10662	FD520		GR12225	BL1075	FN106
	$ 8,333.34	50%	CC10662	FD100			BL1075	FN106
		0%						
		0%						
Payment Total	$ 16,666.67							
Amount Eligible:	$ 16,666.67							

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July	$	8,333.33	50%	CC10662	FD520		GR12225	BL1075	FN106
	$	8,333.34	50%	CC10662	FD100			BL1075	FN106
			0%						
			0%						
Payment Total	$	16,666.67							
Amount Eligible:	$	16,666.67							
August	$	4,166.66	25%	CC10662	FD520		GR12225	BL1075	FN106
	$	4,166.67	25%	CC10662	FD100			BL1075	FN106
			0%						
			0%						
Payment Total	$	8,333.33							
Amount Eligible:	$	8,333.33							

Payment Calculation Based on Days Worked

Individual receives up to the 3 months of ODP for the academic year by receiving pay based on the eligible days taken. Pay will be based on a 20 day month.

Example:

Professor has a 9/12 appointment and receives an annual salary of $150,000. His 9-month rate is $16,666.67. He wishes to receive ODP during the course of the academic year and a portion of the summer months. He would like to pay 2.5 months from OSP projects and any remaining ODP available, he will use UNIV funding. The ODP for the academic year is calculated as follows:

Off Duty Pay Calculation and Limit Summary				
Base Salary:	$ 150,000.00	Total Requested ODP	$	50,000.01
Maximum ODP (3/9):	$ 50,000.00	Total Eligible ODP	$	50,000.01
Monthly Pay Rate (1/9):	$ 16,666.67			
Max ODP from external grant/contract funds (may not exceed 2.5/9):	$ 41,666.67	Daily Rate	$	833.33
Max ODP from University funds (may not exceed 2/9):	$ 33,333.33	# Days		60.00

Enter number of eligible days worked each month (See ODP Calendar for details):

October Eligible (2)	November Eligible (1)	December Eligible (8)	January Eligible (5)	March Eligible (5)	May Eligible (10)	June Eligible (20)	July Eligible (20)	August Eligible (10)
2.00	1.00	8.00	5.00	5.00	10.00	20.00	9.00	

Academic ODP	1.05	Summer ODP	1.95	Total ODP	3.00

Total OSP ODP	2.50	Total Univ ODP	0.50	Total Funding	3.00

Enter chartfield(s) for each month ("Unhide" for additional chartfield rows):

Month	Payment Amount	% of Time	Cost Center	Fund	Program	Grant	Balancing Unit	Function
October	$ 1,666.67	10%	CC10662	FD520		GR12225	BL1075	FN106
		0%						
		0%						
		0%						
Payment Total	$ 1,666.67							
Amount Eligible:	$ 1,666.67							
November	$ 833.33	5%	CC10662	FD520		GR12225	BL1075	FN106
		0%						
		0%						
		0%						
Payment Total	$ 833.33							
Amount Eligible:	$ 833.33							
December	$ 6,666.67	40%	CC10662	FD520		GR12225	BL1075	FN106
		0%						
		0%						
		0%						
Payment Total	$ 6,666.67							
Amount Eligible:	$ 6,666.67							

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Month	Amount	%	Col1	Col2	Col3	Col4	Col5	Col6
January	$ 4,166.67	25%	CC10662	FD520		GR12225	BL1075	FN106
		0%						
		0%						
		0%						
Payment Total	$ 4,166.67							
Amount Eligible:	$ 4,166.67							
March	$ 4,166.67	25%	CC10662	FD520		GR12225	BL1075	FN106
		0%						
		0%						
		0%						
Payment Total	$ 4,166.67							
Amount Eligible:	$ 4,166.67							
May	$ 8,333.33	50%	CC10662	FD520		GR12225	BL1075	FN106
		0%						
		0%						
		0%						
Payment Total	$ 8,333.33							
Amount Eligible:	$ 8,333.33							
June	$ 15,800.00	95%	CC10662	FD520		GR12225	BL1075	FN106
	$ 866.67	5%	CC10662	FD100			BL1075	FN106
		0%						
		0%						
Payment Total	$ 16,666.67							
Amount Eligible:	$ 16,666.67							
July	$ 7,500.00	45%	CC10662	FD100			BL1075	FN106
		0%						
		0%						
		0%						
Payment Total	$ 7,500.00							
Amount Eligible:	$ 7,500.00							
August		0%						
		0%						
		0%						
		0%						
Payment Total	$ -							
Amount Eligible:	$ -							

For any questions regarding Off Duty Pay, please contact your HR Consultant.

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