Detailed guidelines and instructions for compensating academic Faculty and Graduate Assistants and Associates the FULL contract salary amounts for late "New Hire/Rehire" arrivals are provided below.

**GUIDELINES**

- Departments will be responsible for determining whether an individual will satisfy the obligations of his/her contract despite their arrival after the August 17, 2015 Fall semester start date.
- The rate adjustment period is limited to the first two academic pay periods of a semester - adjustments for individuals arriving after the second pay period must be approved by the Provost (Faculty) or the Graduate College (Grads).
- Complete and route the Contract Rate Adjustment Request to request approval for rate adjustments exceeding the two-pay period limit.
  - This signed form should be attached to the MSS New Hire/Rehire Request.

**REQUESTING LATE HIRE CONTRACT RATE ADJUSTMENT**

**MSS New Hire Request – (Contract Rate Adjustment Question)**

A "Yes" response to the question, "Does this New Hire require a contract rate adjustment?" on the MSS Hiring Request should be selected if:

- The New Hire completes and electronically accepts the MSS I-9 after August 17, 2015, and the individual should receive the FULL contract amount.

**INSTRUCTIONS**

**MSS New Hire Request**

Submitted Before August 17, 2015

To initiate a contract rate adjustment:

- Enter the actual Start Date on the MSS I-9 form if the employee completes the Employee Section of the I-9 after August 17, 2015.
- Send an email message to UASelfService@fso.arizona.edu and include the statement: “Please adjust the employee’s start date and rate (if applicable).”
- NOTE: Systems Control will adjust the MSS New Hire transaction to reflect the I-9 start date and add the contract rate adjustment (if applicable)

Submitted After August 17, 2015

To initiate a contract rate adjustment:

- When creating the New Hire Request, enter the actual Start Date on the MSS New Hire request and click “Yes” on the question “Does this New Hire require a contract rate adjustment?”
- The MSS form will reflect the actual Start Date reflected on the MSS New Hire request.
- Systems Control will add the contract rate adjustment (if applicable) to the job record.

**ADDITIONAL INFORMATION**

- Graduate Assistants/Associates and Faculty are exception time reporters; therefore, in addition to the contract rate adjustment, their regular pay will be based on the job start date and FTE.
- To avoid overpayments, do not submit payment requests to retroactively pay the employee back to the start of the semester, or pay hours in excess of the employee's FTE.
- The contract rate adjustment is paid as a lump sum amount the first complete pay period after the employee’s start date.
- When generating the Grad Notice of Appointment within Manager Self Service, you must enter an “As of” date to ensure the contract rate adjustment amount is included on the Grad Contract. This date should be the first complete pay period after the employees start date.

Questions: contact Bob Verdugo.