

Transnational Support Services

Process for administrating Academic Payments

From the 1st January 2009, Transnational Support Services was handed back the responsibility of processing contracts and payments from the Schools.

This means that for any academic teaching activity dated for a SEMESTER or TERM which **commences** in 2009 academics will be required to liaise with TSS staff in regards to all contracts and payments.

Please Note: For any **teaching that is attached to a semester or term which began prior to 2009** academics will need to contact their School for payment.

To assist all of those engaged in teaching activities with the Division's offshore programs in understanding the Division's requirements for contracts and payments, a summary of what staff should expect to receive and the process involved was forwarded at the beginning of this year (2009) to the relevant academics.

The following is an expansion of that summary, which offers a more comprehensive coverage and explanation of the entire process from Academic Appointment to Final Payments.

1. Academic Appointment

17 – 18 weeks prior to term start:

Each Program Relationship Coordinator (PRC) will request, from the Heads of School (HoS), the list of Academic appointments for a coming offshore semester.

The HoS will provide appropriate academic appointment, which means that the screening of an academic's ability to travel and whether they have the appropriate visas is the responsibility of the School.

The HoS needs to provide the names of the academic appointments to the Program Relationship Coordinator (PRC) as confirmation that all academic appointments have HoS approval.

Once the HoS has the list of academic appointments and negotiated with them whether their offshore teaching will be 'Within Workload' or 'Above Workload' it is the School's responsibility to enter the academic names into the BUE-Database and check the Above Load box if the academic is teaching offshore above their workload.

(Screen shot of course instance in BUE Database. Above Load check box highlighted)

Course Instance - Microsoft Internet Explorer provided by BUEIT

Course: **FM, Financial Management - BANK1002** TSS VIEW Change View

Semester/Term: Nov 09 Division: BUSS Study Period: SP7 Year: 2009 CEISET:

Class Number Cost Centre Code

Course Location: Hong Kong TBC

Term Start: 9/11/2009 Term End: 13/03/2010

Seminar/Teach Start: Seminar/Teach End: 2nd Visit Start: 2nd Visit End:

Assignment 1 Due: Assignment 2 Due: Assignment 3 Due: Assignment 4 Due: Exam: Deferred Exam: Supp Exam:

Calculate Dates

Above Load Staff: add new

_NA / Unknown, OLD - No Role Unknown

Intakes: add new Programs: add new

_NA / Unknown HKBU PT UG - OBBF, OBAY, OBHR, OBAM, OBMK, O

Calculated Dates

TSS to request staffing from HOS:	13/07/2009	Readings due to DRS:	14/09/2009
Schools send out contracts/Payment form:	20/07/2009	CISG due to TSS:	5/10/2009
Contracts signed by academics:	27/07/2009	Request of Network Acct & Email:	12/10/2009
HOS/SEO confirms teaching staff:	3/08/2009	Course Homepage Updated:	2/11/2009
TSS sends out CTI:	10/08/2009	AV & Handouts Due 1:	
Liason offshore lecturers, textbooks due:	17/08/2009	AV & Handouts Due 2:	
Travel due to TSS:	24/08/2009	Results Entered By:	
Readings due to TSS:	26/10/2009	Exam Papers due to TSS:	

Deferred Exam Class Num: Supp Exam Class Num:

Notes:

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The Program Relationship Coordinator (PRC) will then provide the list of confirmed academics to the Program Relationship Administrator (PRA) who then continues and manages the process of providing, tracking and processing all information relevant to lecturer payments and course delivery.

The Program Relationship Administrator (PRA) checks to see if the names provided have been entered into the BUE-Database – generally, to date, information has not been entered – then will update the Database as required. Unless it has been entered on the BUE Database, the Program Relationship Administrator can not determine whether an academic is ‘Above’ or ‘Within’ Workload until they receive the Payment Information Form (PIF) as this is the only document that is provided to TSS with workload information.

The PRA maintains a ‘Lecturer Payment’ spreadsheet for each offshore Partner and individual semester, for example, Hong Kong Baptist University SP7 November 2009. There will also be a worksheet attached to this ‘Lecturer Payment’ spreadsheet to record if academics have returned their Payment Information Forms (PIF). There will be no payments processed until a Payment Information Form has been returned to TSS.

The information that will be put into their Lecturer Payment spreadsheet includes: academic appointments, workload, marking rate, student numbers, salary sacrificing, 'control' total of monies to be paid and when payments have been processed to Payroll Services. **This spreadsheet is used to manage and record all payment information for the offshore semester and for reporting and auditing purposes.** Separate spreadsheets are kept for the different offshore Partners.

2. Payment Information Form

13 – 14 weeks prior to term start:

The Program Relationship Administrator will begin the process of providing the relevant payment information to academics. All appointed academics, of which TSS is advised, whether they be Course Coordinators, visiting lecturers or markers will be sent an email outlining the requirements and the web shortcut for the Payment Information Form (PIF).

Please Note: We now provide the shortcut to the actual PIF document specific to the teaching location, rather than a link to the Appointment & Payment page. The reason for this is because we were receiving PIFs that were for the incorrect offshore Partner e.g. Taylors instead of HKBU.

Academics will need to download the PIF and have their Head of School sign in agreement of the details they have provided on the form, which includes the payment rate, i.e. Above or Within Load and if they are a continuing or casual staff member.

For Casual staff, a casual contract generated via CAS can not be generated until TSS receives a signed Payment Information Form. Having a contract generated will also give staff access to University systems and web pages so that they can conduct their course requirements. The turn-around time for generating a casual contract will not exceed one week.

In theory, the PIF needs to be returned to TSS before any course work is done as it is the written confirmation of the appointed academic's workload and payment guidelines and works in conjunction with the Course Timeline Information document. It also covers any 'other academic activity' that does not sit within the specifications of the job the academic is to undertake e.g. doing the teaching visits but also needing payment for monitoring the Course Discussion Board – this type of additional activity needs to be approved by HoS **before** the semester starts and not requested payment for a few weeks into the semester.

Payment of course delivery is broken up into two stages. The first stage is once the offshore teaching activity has been completed when the teaching only component is processed. The second stage is the final payment which is made up of the course coordination and marking and is processed at the end of the semester. All academic staff should be made aware of these timelines.

There will be NO TEACHING PAYMENTS MADE until the completed and signed PIF has been returned to the Program Relationship Administrator (PRA). Forms need to be signed by both the teaching academic and the HoS.

3. Course Timeline Information document

12 – 13 weeks prior to term start:

The PRA will prepare a **Course Timeline Information (CTI)** document for each course being taught in the coming semester and offshore location. These documents outline the timelines and responsibilities for each course delivery and are the services the academic is agreeing to provide and the timelines they are agreeing to meet when they submit their completed and signed Payment Information Form (PIF).

The process for negotiating teaching visit dates (if relevant) will also begin at this point. In the case of Hong Kong Baptist University where classes are becoming quite large for some courses, it is necessary to split the class into two sessions. This will mean that a lecturer will teach two classes back-to-back so they will be entitled to two teaching payments per visit, or a second visiting lecturer will need to be appointed to deliver the teaching for the second class.

4. Teaching Visit Payments

During semester:

The PRA will have flagged and will regularly check all lecturer visit dates with each offshore Partner per semester. Once the visit has been completed, then the teaching (only) component of the total fee will be processed for payment. These teaching fees differ depending on the program/location and are calculated at \$215 per teaching hour. Currently, HKBU is experiencing large student numbers in certain classes. These classes have been split into two with either the same academic teaching back to back or a second academic appointed to co-teach. If the lecturer teaches two classes back to back then they will be paid accordingly, i.e. 20 hours per visit (in the case of HKBU ug).

- The PRA will check to confirm if a signed PIF has been returned by the academic.
- If there is no PIF on file then **NO PAYMENT** will be made.
- If the PIF is not signed by HoS, there will be **NO PAYMENT** made.
- If there is a PIF on file then the appropriate forms will be completed ready to forward to the relevant academic via internal mail for signing and then return the HRIS20 form to the PRA
- The PRA will then have DivHR sign all HRIS20 forms before sending it on to Payroll Services.
- An email will be forwarded on to all relevant academics advising that payment has been processed.

Please Note: In an effort to expedite this payment process, it is possible to nominate the PRA to sign the HRIS20 form only and most academics have been happy to do this.

Manager: TSS is not able to sign HRIS forms as 'nominee' as she 'authorises' the details provided on the forms.

A record of the amount paid will be entered on to the 'Lecturer Payment' spreadsheet and a copy of the HRIS20 form will be kept on file. A copy of the CAS payment – for casual staff - will also be kept on file.

5. Course Coordination and Marking Payments

At the end of the semester:

Once the final results spreadsheet has been submitted and all results have been entered and approved via Medici, then the final payments will be processed for Course Coordination and marking.

- The PRA will check and confirm, via Medici, the number of students enrolled into the course.
- The PRA will check that the academic has returned their signed PIF.
- If the PIF is not signed by HoS, there will be NO PAYMENT made.
- If there is a PIF on file then any payments for Course Coordination will be processed via CAS or HRIS20 form to Payroll Services. HRIS20 form will need to have the appropriate signatures, as outlined above, before payment can be made by Payroll Services.
- Marking payments will be calculated by checking the 'Marking' timesheet section of the PIF to confirm time allocations and payment rates. Student numbers will once again be confirmed by checking Medici.
- An email will be forwarded to the relevant academics advising that payment has been processed

6. Finalising Lecturer Payment Spreadsheet

Once all the teaching, course coordination and marking payments have been processed for a particular semester, then the PRA will check that the final payment figures balance with the control payment figures to ensure that there has been no error made in payments.

Note: TSS Web and Online team undertook the training of Division staff in the use of the BUE Database in late 2008.