

## **PPS INSTRUCTIONS FOR ADDING A LECTURER APPOINTMENT TO AN EMPLOYEE WITH A CONCURRENT FISCAL YEAR BASED APPOINTMENT**

Lecturer appointments in your division will always be made on an academic year basis. You will always enter the appropriate (09/09 or 09/12) pay period into PPS for a Lecturer appointment. Special attention must be paid to Lecturer appointments added for employees with a concurrent fiscal year appointment (most staff appointments, professional researchers, etc.). Since the pay and service periods for a fiscal year appointment are the same (the days they get paid match the days they work), the pay for this appointment must be decreased during the days the person is actually in service as a Lecturer.

In such a case, the distributions under the fiscal year appointment must be decreased according to the quarter service period dates (i.e. 9/18/00 – 12/9/00) while the distributions under the Lecturer appointment will be entered according to the appropriate pay period (i.e. 10/1/00-12/31/00) dates. The employee will actually be overpaid slightly one month and slightly underpaid one other month during this arrangement. The resulting pay will be accurate.