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## **PURPOSE**

The purpose of the Off-Duty Pay Guidelines for 9-month faculty is to ensure that any work done during off-duty periods within the academic year, for which faculty members receive compensation, aligns with the funding guidelines outlined in the policy. This guideline is designed to provide clarity and transparency regarding the expectations and procedures for compensating faculty for off-duty work, ensuring that all work is properly documented and compliant with funding regulations.

### **These Guidelines will provide:**

- Required signature approvals for funding sources related to the Off-Duty Pay (ODP)
- Funding maximums for each funding source
- ODP must be paid in the month that work is performed
- Grants Manager approval to confirm project budget availability

**This process will be applied consistently with the university’s following policy:**

Policy, [Faculty Compensation](#)

## **DEFINITION**

	<b>DEFINITION</b>
Off-Duty Pay (ODP)	Off duty pay is compensation for work done during the off-duty period for 9/12-month faculty. ODP may not exceed 3/9 of base salary per academic year.
ODP Calculator	The ODP Calculator is a tool designed to calculate the allotted amount of ODP compensation that 9-month faculty are eligible to earn. It contains internal formulas that calculate your monthly eligible ODP amount and track the maximums for the funding sources.
ODP Eligibility	Nine-month faculty earning 3/9 during the off-duty period are expected to be on duty during these three months and must account for their time and effort in accordance with Office of Sponsored Research (OSP) guidelines.
Funding Sources Maximums	ODP paid on external grant/contract funds cannot exceed 2.5 months. ODP pay cannot exceed 2 months on university funding.
<a href="#">ODP Funding Approval Form</a>	The DocuSign template that is required to obtain approval for all Off Duty Pay that is being requested.



## PROCEDURE

The department HR Consultant (HRC) will send an email reminder out each semester to collect information from 9-month faculty on anticipated ODP to be paid within that semester. Included in the email reminder will be an ODP Calculator. Once the ODP Calculator is completed and reviewed by your HRC, you will receive the link to the ODP Approval Form in DocuSign that needs to be completed. These two forms will route through DocuSign to the appropriate approval signatures needed to complete your request.

To complete the ODP Approval Form, you will need to provide a scope of work and identify a funding source. Once the form is submitted, the request will route to the appropriate approvers based on the selections made on the ODP Request Form. The HR Specialist will receive the final copy once all signatures have been obtained and will ensure that the ODP is initiated in Workday.

This process applies to all ODP requests, including those funded by the University, Sponsored Programs, Earnings, Grants, or a combination of these. Faculty members are responsible for completing the ODP Request Form and submitting the ODP Calculator to ensure that all necessary signatures are captured. ODPs cannot be approved in Workday until the ODP Request Form is fully completed.

Faculty members whose letter of offer (LOO) includes ODP do not need to complete the Request Form, unless the requested ODP is combined with other ODPs not included in the LOO. In that case, the ODP Request Form is required. No ODP Request Form is necessary for Summer Lecturers. This form will be required for each semester that you are requesting ODP.

## ROLES AND RESPONSIBILITIES

Role	Responsibilities
<b>HR Consultant (HRC)</b>	Sends ODP email reminders each semester to 9-month faculty, including the ODP Calculator.  Once the ODP calculator is completed and returned to HRC via email, the HRC will review it for HR compliance, ensure the scope of work is documented, verify that worktags are included, and return the form to the faculty member via email with a DocuSign link for the ODP Approval form, routing it to the next approval as needed.
<b>9-Month Faculty</b>	Receives ODP email reminder, completes the ODP calculator, and sends it back to Dept HRC. Once reviewed by HRC, an email with a DocuSign link will be sent to complete the ODP Approval form. You will upload the ODP calculator, select department approvals, and sign the form to route to the next approval, as needed.
<b>Finance Manager (FO)</b>	Reviews ODP funding sources, scope of work, ensures budget availability, validates worktags, and signs the form to route it to the next approval, as needed.
<b>Grants Manager</b>	Reviews justification, ensure budget availability, validates project/grant worktags, and signs the form to route to next approval as needed.
<b>Chair</b>	Reviews ODP for scope of work and completeness, signs the form for approval and WD processing.



## EHE Off Duty Pay Guidelines

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<b>HR Specialist</b>	Will initiate the ODP Workday entry, attach the required ODP calculator and approved ODP Approval form to the Workday transaction. Once processed and approved, a completion email will be sent to the faculty member, with your HRC copied.
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