FIGs & FRESHMAN SEMINARS

PAYMENT INFORMATION

In-Load/Out Load?
Faculty and department heads decide if the course will be taught “in-load” (as part of his/her normal teaching duties) or “out-load” (above normal teaching duties)

IN-LOAD

Department tells FYP which index and activity code the money should be transferred to. Payment is intended to support the department, since they have donated faculty time to FYP.

OUT-LOAD

Pay or Professional Development?
Faculty informs department whether they will take the Faculty Support Payment (FSP) as pay or as professional development. Prior to the start of the term, FYP coordinates w/ faculty and departments to get this information and to make sure that an index/activity code is set up for each instructor.

Undergraduate Studies (Robert Kennedy) transfers money during week 4 of the term that the course is taught.

Undergraduate Studies (Robert Kennedy) transfers FSPs during week 4 of the term that the course is taught.

Faculty and department agree when to cut a paycheck. Department processes necessary paperwork and withholds appropriate OPE and taxes.

The FSP is available for faculty to use within departmental guidelines.