FIGs, FRESHMAN SEMINARS, TRANSFER SEMINARS & SECOND-YEAR-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 to which index and activity code the money should be transferred. Payment is paid to the department not to the faculty member as it is intended to support the department for having 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 with faculty and departments to get this information and to make sure that an index/activity code is set up for each instructor.

FYP will transfer FSPs no later than end of week 3 of the term that the course is taught.

FYP will transfer FSPs no later than end of week 3 of the term in which the course is taught.

PAY

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

PROFESSIONAL DEVELOPMENT

Faculty and department agree when to process a paycheck. Department processes necessary paperwork and withholds appropriate taxes. Department is compensated by FYP for OPE (excl. Health Insurance).