

Off Duty Pay Calendar & Guidelines

OFF DUTY PAY CALENDAR

Below is a calendar of the qualifying dates for 9-month faculty Off Duty Pay (ODP) in the 2019-20 academic year.

ODP Eligible Days							Non-eligible days							University Holidays (are not eligible for ODP)						
October 2019							November 2019							December 2019						
Su	M	T	W	Th	F	S	Su	M	T	W	Th	F	S	Su	M	T	W	Th	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
January 2020							March 2020							May 2020						
Su	M	T	W	Th	F	S	Su	M	T	W	Th	F	S	Su	M	T	W	Th	F	S
			1	2	3	4	1	2	3	4	5	6	7						1	2
5	6	7	8	9	10	11	8	9	10	11	12	13	14	3	4	5	6	7	8	9
12	13	14	15	16	17	18	15	16	17	18	19	20	21	10	11	12	13	14	15	16
19	20	21	22	23	24	25	22	23	24	25	26	27	28	17	18	19	20	21	22	23
26	27	28	29	30	31		29	30	31					24	25	26	27	28	29	30
														31						
June 2020							July 2020							August 2020						
Su	M	T	W	Th	F	S	Su	M	T	W	Th	F	S	Su	M	T	W	Th	F	S
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30	31					

* Note: The total allowable ODP for summer 2020 is 3 months.

OFF DUTY PAY GUIDELINES

- ❖ Off Duty period appointments may not exceed 3/9th base salary per academic year
 - ODP on external funds cannot exceed 2.5 months.
 - ODP on university funding cannot exceed 2 months.
- ❖ Faculty on release time are not eligible to receive ODP.
- ❖ Faculty receiving Supplemental Compensation are not eligible for ODP during the same month, unless it is approved by OAA.
- ❖ ODP must be paid in the month the work is performed.
- ❖ Please submit all payment requests through HR Action.
 - The [ODP calculator](#) is available to calculate amount owed based on the eligible days worked. Please contact the Service Center if you have any issues with the calculator and rounding amounts.

Off Duty Pay Calculation Examples

Traditional (Full 3 months – Summer Only example)

Receives 3 months during Summer 2020 (using the days noted on the calendar).

Example:

Professor has a 9/12 appointment and receives an annual salary of \$150,000. His 9-month rate is \$16,666.67. He wishes to use OSP Funding for the all 3 summer months at 50% on his project with the remaining charged to UNIV funding. ODP for summer is calculated as follows:

Base Salary:	\$ 150,000.00	Total Requested ODP	\$ 50,000.00
Maximum ODP (3/9):	\$ 50,000.00	Total Eligible ODP	\$ 50,000.00
Monthly Pay Rate (1/9):	\$ 16,666.67		
Max ODP from external grant/contract funds (may not exceed 2.5/9):	\$ 41,666.67	Daily Rate	\$ 833.33
Max ODP from University funds (may not exceed 2/9):	\$ 33,333.33	# Days	60.00

Enter number of eligible days worked each month (See [ODP Calendar](#) for details):

May Eligible (11)	June Eligible (20)	July Eligible (20)	August Eligible (10)
10.00	20.00	20.00	10.00

Summer ODP	3.00	Total ODP	3.00
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Total OSP ODP	1.50	Total Univ ODP	1.50	Total Funding	3.00
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Enter chartfield(s) for each month ("Unhide" for additional chartfield rows):

Month	Payment Amount	% of Time	Org.	Fund	Account	Project	Program	User Def
May	\$ 4,166.66	25%	42210	590000	60123	600392224		
	\$ 4,166.67	25%	42210	011000	60123			
		0%			60123			
		0%			60123			
Payment Total	\$ 8,333.33						HRA#	
Amount Eligible:	\$ 8,333.33							
June	\$ 8,333.33	50%	42210	590000	60123	600392224		
	\$ 8,333.34	50%	42210	011000	60123			
		0%			60123			
		0%			60123			
Payment Total	\$ 16,666.67						HRA#	
Amount Eligible:	\$ 16,666.67							



July	\$ 8,333.33	50%	42210	590000	60123	600392224			
	\$ 8,333.34	50%	42210	011000	60123				
		0%			60123				
		0%			60123				
Payment Total	\$ 16,666.67							HRA#	
Amount Eligible:	\$ 16,666.67								
August	\$ 4,166.66	25%	42210	590000	60123	600392224			
	\$ 4,166.67	25%	42210	011000	60123				
		0%			60123				
		0%			60123				
Payment Total	\$ 8,333.33							HRA#	
Amount Eligible:	\$ 8,333.33								

Payment Calculation Based on Days Worked

Individual receives up to the 3 months of ODP for the academic year by receiving pay based on the eligible days taken. Pay will be based on a 20 day month.

Example:

Professor has a 9/12 appointment and receives an annual salary of \$150,000. His 9-month rate is \$16,666.67. He wishes to receive ODP during the course of the academic year and a portion of the summer months. He would like to pay 2.5 months from OSP projects and any remaining ODP available, he will use UNIV funding. The ODP for the academic year is calculated as follows:

Off Duty Pay Calculation and Limit Summary			
Base Salary:	\$ 150,000.00	Total Requested ODP	\$ 50,000.01
Maximum ODP (3/9):	\$ 50,000.00	Total Eligible ODP	\$ 50,000.01
Monthly Pay Rate (1/9)	\$ 16,666.67	Daily Rate	\$ 833.33
Max ODP from external grant/contract funds (may not exceed 2.5/9):	\$ 41,666.67	# Days	60.00
Max ODP from University funds (may not exceed 2/9):	\$ 33,333.33		

Enter number of eligible days worked each month (See [ODP Calendar](#) for details):

October Eligible (2)	November Eligible (1)	December Eligible (10)	January Eligible (3)	March Eligible (5)	May Eligible (11)	June Eligible (20)	July Eligible (20)	August Eligible (10)
2.00	1.00	10.00	3.00	5.00	11.00	20.00	8.00	

Academic ODP	1.05	Summer ODP	1.95	Total ODP	3.00
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Total OSP ODP	2.50	Total Univ ODP	0.50	Total Funding	3.00
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Enter chartfield(s) for each month ("Unhide" for additional chartfield rows):

Month	Payment Amount	% of Time	Org.	Fund	Account	Project	Program	User Def	
October	\$ 1,666.67	10%	42210	590000	60123	600392224			
		0%			60123				
		0%			60123				
		0%			60123				
Payment Total	\$ 1,666.67							HRA#	
Amount Eligible:	\$ 1,666.67								
November	\$ 833.33	5%	42210	590000	60123	600392224			
		0%			60123				
		0%			60123				
		0%			60123				
Payment Total	\$ 833.33							HRA#	
Amount Eligible:	\$ 833.33								
December	\$ 8,333.33	50%	42210	590000	60123	600392224			
		0%			60123				
		0%			60123				
		0%			60123				
Payment Total	\$ 8,333.33							HRA#	
Amount Eligible:	\$ 8,333.33								



January	\$ 2,500.00	15%	42210	590000	60123	60039224			
		0%			60123				
		0%			60123				
		0%			60123				
Payment Total	\$ 2,500.00							HRA#	
Amount Eligible:	\$ 2,500.00								
March	\$ 4,166.67	25%	42210	590000	60123	60039224			
		0%			60123				
		0%			60123				
		0%			60123				
Payment Total	\$ 4,166.67							HRA#	
Amount Eligible:	\$ 4,166.67								
May	\$ 9,166.67	55%	42210	590000	60123	60039224			
		0%			60123				
		0%			60123				
		0%			60123				
Payment Total	\$ 9,166.67							HRA#	
Amount Eligible:	\$ 9,166.67								
June	\$ 15,000.00	90%	42210	590000	60123	60039224			
	\$ 1,666.67	10%	42210	011000	60123				
		0%			60123				
		0%			60123				
Payment Total	\$ 16,666.67							HRA#	
Amount Eligible:	\$ 16,666.67								
July	\$ 6,666.67	40%	42210	011000	60123				
		0%			60123				
		0%			60123				
		0%			60123				
Payment Total	\$ 6,666.67							HRA#	
Amount Eligible:	\$ 6,666.67								
August		0%			60123				
		0%			60123				
		0%			60123				
		0%			60123				
Payment Total	\$ -							HRA#	
Amount Eligible:	\$ -								

For any questions regarding Off Duty Pay, please contact your HR Service Center Specialist.

