

**The University of Akron**  
**HUMAN RESOURCES INFORMATION SERVICES**  
Processing “Odd Date” Assignments

“Odd date” assignments include any activity to be paid that does not fall between the specific dates of the full semester and 8 week Fall and Spring sessions, Summer Intersession (3wk), Summer 5wk I, Summer 5wk II, Summer 8 wk I, Summer 8 wk II.

**I. All “odd date” assignments for a period of more than one week or one month**, should be submitted as follows:

a) Using the Part-time Teaching/Summer Sessions Personnel Action Form, the salary should be divided by the number of weeks or months and noted as weekly or monthly in parentheses next to the total amount in the SALARY PER TERM/BASIS field. Example: \$5,000 (5 weeks @ \$1,000/week)

**EXAMPLE: A faculty member is to be paid \$6,000 for three months of research during the summer.** Note that when specific months are given as the term, HR will assume the beginning of the month and the end of the month as effective dates. The faculty member will be paid 1/3 the end of each month noted.

TERM CODE/YEAR: OTH June, July, August 2020  
SALARY PER TERM/BASIS: \$6,000 (3 months @ \$2,000/month)

b) The effective dates of “odd date” assignments must be either an entire month(s) or specifically the beginning of a week (Sunday or Monday) and the end of a week (Sunday) to encompass the full weeks for which the activity occurs. For assistance with beginning and ending dates, please refer to the odd date calendar at <https://www.uakron.edu/hr/hiring,-separation-and-personnel-actions/hire-an-employee/part-time-hiring/>

**EXAMPLE: A faculty member is to be paid \$1,000 for a workshop assignment that runs from 7/10/19 to 7/17/19.** Note these dates fall in the calendar weeks **beginning Monday 7/08/19 and ending Sunday 7/21/19**; this is a two week period. If the PAF is received by the pay deadline, the faculty member will be paid the total amount at the end of July.

TERM CODE/YEAR: OTH 7/06/20 – 7/19/20  
SALARY PER TERM/BASIS: \$1,000 (2 weeks @ \$500/week)

**II. All “odd date” assignments which extend for a period of one week or less**, are considered “one time” payments and should be submitted as follows:

a) Using the Part-time Teaching/Summer Sessions Personnel Action Form the salary should be divided by the number of days and noted as daily in parentheses next to the total amount in the SALARY PER TERM/BASIS field. Example: \$500 (2 days @ \$250/day)

**EXAMPLE:** A part-time faculty member is to be paid \$600 for three days during the fall semester.

TERM CODE/YEAR: OTH 8/5/20 – 8/7/20  
SALARY PER TERM/BASIS: \$600 (3 days @ \$200/day)

**III. Payment of “odd date” assignments.** All payments will be prorated for the effective period and the portion due in a particular month will be paid the end of that month.

**IV. Sample Odd Date PAFs:**

Teaching: <https://www.uakron.edu/dotAsset/1307563e-e7f9-4699-9182-8281b50037ed.pdf>

Other: <https://www.uakron.edu/dotAsset/18e47305-6ef0-4e4a-8d25-e00d3860fe36.pdf>

\*Please note the wording in the Comments section on the samples is for information purposes and does NOT need to be included on the actual PAF.