

## Distance Education Flexible Access Compensation and Teaching Assistant Funds

### Fall and Spring Semesters

#### **I. Fall procedures:**

DE Flexible Access compensation is calculated on census date enrollments for fall and spring semesters.

Additional Compensation forms are prepared for instructors in active pay status designated to teach on an overload pay basis. The amounts entered on the pay forms are estimates only, calculated on total possible enrollments per set enrollment caps. Additional Pay forms are electronically routed for necessary signatures in May with a hard-copy return due date the first week of August.

#### Distribution of Funds Schedules:

Faculty compensation for instructors paid on an overload basis is paid on the following schedule; paid in 4 equal installments; 25% paid end of September, October, November & December

\*Funds for instructors in inload/departamental status, Teaching Assistant funds and Departmental Support funds are all transferred to departments in September (soon after census).

#### **II. Spring procedures:**

Additional Compensation forms are prepared for instructors in active pay status designated to teach on an overload pay basis. The amounts entered on the pay forms are estimates only, calculated on total possible enrollments per set enrollment caps. Additional Pay forms are electronically routed for necessary signatures in October/November with a hard-copy return due date the first week of December.

#### Distribution of Funds Schedules:

Faculty compensation for instructors paid on an overload basis is paid on the following schedule; paid in 4 equal installments; 25% paid end of February, March, April & May

\*Funds for instructors in inload/departamental status, Teaching Assistant funds and Departmental Support funds are all transferred to departments in February (soon after census).