College of Engineering - ODP Rules

- ODP cannot exceed 3/9th annual salary per academic year.
- ODP on OSP funding cannot exceed 2.5 months.
- ODP on UNIV funding cannot exceed 2 months.
- ODP must be paid in the month the ODP is taken.
- All ODP must be submitted via HRaction with the provided calculator page attached to verify amounts.
- ODP should be submitted by the faculty TIU.
- Rounding is an issue and will be addressed upon entry into PeopleSoft. Please contact the BOC if you have any issues with the calculator and rounding amounts.
- When submitting ODP for time during the academic year (October – May), please submit individual HRAs.
- When submitting ODP for time during June, July, or August, you can do with 1 HRA to cover the whole summer, or an HRA per month.
- Approval is captured via HRA. Approvers should ad hoc the faculty member receiving the ODP and the supervisor for approval. Please ad hoc Marie Mendenhall Mead for Chair ODP.

Separate ODP calculators for use with people who have an administrative attachment (FAA).

If your faculty member does not have an FAA, please use the document labeled “Regular ODP Calc”. This should be most of your faculty.

If your faculty member does has an FAA, please use the document labeled “ODP Calc – Base with FAA”. You should use this for any ODP that your faculty member submits, regardless of whether or not it has the FAA calculated in for a given month. You will see there are fields for each month that are highlighted light blue – you should designate here whether or not the ODP will be calculated with the FAA. The spreadsheet only calculates the FAA inclusion on a monthly basis. Please take this into consideration when submitting.