HRS402: SUMMER / RESEARCH QUARTER SALARY

Office of Human Resources
FASIS and Payroll Divisions

SUMMER/RESEARCH QUARTER SALARY

• Often referred to as simply “Summer Salary”
• Payments to 9-month faculty during their non-academic quarter(s)
• Summer Salary Dates:
  – Evanston Faculty: June 16 – September 15
  – Chicago Faculty: Check with Dean’s Office
  – Kellogg & Medill Appointments: June 1 – August 31
ELIGIBILITY

Eligible summer salary is based on contract period:

<table>
<thead>
<tr>
<th>Faculty Contract Pd</th>
<th>Summer Salary Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Eligible for: 3 months’ total salary From Sponsored Accts: 2.5 months</td>
</tr>
<tr>
<td>12</td>
<td>Not Eligible</td>
</tr>
</tbody>
</table>

- 9-month faculty may receive over 2.5 months’ pay if:
  - Additional 0.5 is from non-sponsored accounts, or
  - A Pre-Certification Form is completed and approved by your Dean’s Office

- No faculty member may receive more than 3 months of Summer Salary in one academic year

DETERMINING SALARY

A “month’s salary” is the Monthly Contract Rate:

- 9-month appointments only
- Annual Salary ÷ 9
- Not the Comp Rate

<table>
<thead>
<tr>
<th>Rcd #</th>
<th>Annual Rate</th>
<th>Contract Period</th>
<th>Comp Rate (Annual / 12)</th>
<th>Monthly Contract Rate (Annual / 9)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>$90,000</td>
<td>9</td>
<td>$7,500.00</td>
<td>$10,000.00</td>
</tr>
</tbody>
</table>

This employee is eligible to receive up to $10,000/month for the summer months.
DETERMINING SALARY

Determining Summer Salary Limit -- Example #2

<table>
<thead>
<tr>
<th>Rcd #</th>
<th>Annual Rate</th>
<th>Contract Period</th>
<th>Comp Rate (Annual / 12)</th>
<th>Monthly Contract Rate (Annual / 9)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>$120,000</td>
<td>9</td>
<td>$10,000.00</td>
<td>$13,333.33</td>
</tr>
<tr>
<td>1</td>
<td>56,000</td>
<td>9</td>
<td>4,666.67</td>
<td>6,222.22</td>
</tr>
<tr>
<td>2</td>
<td>24,000</td>
<td>1</td>
<td>2,000.00</td>
<td>2,000.00</td>
</tr>
<tr>
<td>Total</td>
<td>200,000</td>
<td></td>
<td>16,666.67</td>
<td>19,555.55</td>
</tr>
</tbody>
</table>

Eligible to Receive:

19,555.55 x 2.5 months = $48,888.88 (9-mo appts only)
+ 19,555.55 x 0.5 month = 9,777.78 (unrestricted funds or Pre-Cert Form)

Note: 12-month appointment doesn’t count when determining Summer Salary rates, but it IS included in summer quarter effort certification.

DETERMINING SALARY

FASIS Current Salary page

- Displays Annual Rate, Contract Period, Monthly Contract Rate, and Academic Base Salary
- See all appts for a faculty member if you have access to at least one paid during the FY
- Must attach a printout to all Summer Salary request forms.
**Determining Salary**

**FASIS Current Salary Sample:**

*Screenshot Mandatory with Forms*

<table>
<thead>
<tr>
<th>Faculty Status</th>
<th>Unit Title</th>
<th>Department</th>
<th>Payroll Type</th>
<th>Full Time</th>
<th>Annual Base Rate</th>
<th>Monthly Contr. Rate</th>
<th>NIH Cap</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Professor</td>
<td>Paid (40H)</td>
<td>12.0</td>
<td>75.00</td>
<td>35,137.50</td>
<td>886,500.00</td>
<td>0.01</td>
<td>385,650.00</td>
</tr>
<tr>
<td>Active Dir</td>
<td>Paid (4QF)</td>
<td>12.0</td>
<td>15.00</td>
<td>5,951.47</td>
<td>71,474.64</td>
<td>12</td>
<td>5,951.47</td>
</tr>
<tr>
<td>Active Professor</td>
<td>Paid (40H)</td>
<td>12.0</td>
<td>5.00</td>
<td>1,795.60</td>
<td>21,456.88</td>
<td>9</td>
<td>2,380.65</td>
</tr>
<tr>
<td>Active Professor</td>
<td>Paid (40H)</td>
<td>12.0</td>
<td>5.00</td>
<td>1,795.60</td>
<td>21,456.88</td>
<td>9</td>
<td>2,380.65</td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This person's eligible rate for Summer Salary would be:

42,850.00 + 2,380.65 + 2,380.59 = \( \text{per month summer salary} \)

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**NIH Salary Cap**

Careful attention must be given to faculty earning more than the NIH salary cap.

- May only charge up to the salary cap rate from NIH awards
- $15,425 per month
- Difference between actual salary & NIH cap must be paid and must come from *unrestricted funds*
**NIH SALARY CAP**

**Example:** Faculty with 9-month appt and $168,469 annual salary.

| NIH Salary Cap Example |  |  |  |  |
|------------------------|-----------------|----------------|----------------|----------------|----------------|
| **Annual Rate** | **Contract Period** | **Monthly Contract Rate** | **Charging 1 Month to NIH** | **Charging 2 Months to NIH** |
| Actual Salary | 168,469 | 9 | 18,718 | 18,718 | 37,436 |
| 2016 NIH Cap | 185,100 | 12 | **15,425** | - NIH: 15,425 | - NIH: 30,850 |

- **NU Fund:** 3,293
- **NU Fund:** 6,586

Only $15,425/month can come from NIH awards for Summer 2016

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**NSF GRANTS**

- A maximum of **2 months’** worth of salary may be charged to an NSF grant for the entire academic year
- More than two months may be charged only if the PI has specific budgetary approval or written permission from the agency
- Review employee’s salary funding for the entire year to determine how much summer salary may be charged to an NSF grant

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rev. 4/18/2016
**CHARTSTRINGS**

- Summer salary payments are charged to account code **60020** on your chartstring; full fringe benefits rate is charged (24.7%)
  - **60062** is used for Kellogg

- **This account code must be open and valid on all chartstrings before form is submitted.**
  - Check FASIS View Valid Chartstrings page to confirm:

  ![Organizational Development > People Management > Review Funding Info > View Valid Chartstrings](image)

**SUMMER EFFORT**

Summer Effort differs from Effort during the academic year.

- During the Summer period, certify *only* the salary received instead of the percent effort.
- Total Summer Salary Received = 100% Effort for 4th Quarter
**SUMMER EFFORT**

*Summer Salary is included with any 12-month appointment when certifying Effort for 4Q2016.*

**Example:** You pay a faculty member 2.5 months summer salary
→ He/she certifies effort for those **2.5 months** plus the regular salary for any 12-month appointment (total 100% Effort)

**Example:** You pay a faculty member 1 month summer salary
→ He/she certifies effort for that **1 month** plus the regular salary for any 12-month appointment (also total 100% Effort)

**FORM DEADLINES**

- Forms must be fully approved and received at Payroll by the regular monthly form deadlines
- **Forms do not need to be routed to ASRSP this year**

<table>
<thead>
<tr>
<th>Form Due to Payroll</th>
<th>Monthly Paydate</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 15</td>
<td>June 30</td>
</tr>
<tr>
<td>July 14</td>
<td>July 29</td>
</tr>
<tr>
<td>August 16</td>
<td>August 31</td>
</tr>
<tr>
<td>September 15</td>
<td>September 30</td>
</tr>
</tbody>
</table>
PAYROLL CONSIDERATIONS

• Since payments are based on regular salary, forms for Sept 1 – Sept 15 pay can be submitted separately after merit increases are final

• If received on time, pay is processed on next regular monthly payroll as Additional Pay

• Late requests are paid on the following regular monthly payroll

TAX IMPLICATIONS

• Summer Salary will greatly increase the pay for summer months; faculty may want to submit a new W-4 to adjust withholding for these months
  – New W-4s are due in Payroll by the same monthly deadlines
  – If changed for summer, a second W-4 should be submitted for the regular academic year
CONFIRMING SUMMER SALARY

Requests can be confirmed via:

• Additional Pay and Additional Pay Distribution pages in FASIS (visible within 7 business days of arrival at Payroll)
  Payroll for North America > Employee Pay Data USA > Additional Pay
  Payroll for North America > Employee Pay Data USA > Additional Pay Distribution

• PED reports in Vista or Cognos (entries made by Thursday will appear as encumbrances in Friday’s reports)

• NU Financials (encumbrances in Vista will appear within a few days)

• If Summer Salary entries are not seen in either place, call your Dean’s office or Payroll

SUBMITTING A SUMMER SALARY REQUEST
Forms must be filled in electronically; hand-written forms are not be accepted.

- Printing the form on yellow paper will allow for easy identification and faster processing by Payroll
- Save the form to your computer and complete from Adobe; do not complete the form within your browser

**Summer Salary Request Types:**

- **New**
  A new Summer/Research Quarter Salary request made to this employee during this academic year. *Must attach screenshot of employee’s Current Salary page.*
SUMMER SALARY FORM

Summer Salary Request Types (con’t):

• Change funding / Change amount
  A previously submitted chartstring and/or amount is changing; make appropriate notes to clearly indicate the change. **Must attach copy of original request form, with a line through the original funding and/or amount that is being changed.**

  **NOTE:** If a funding change is historical, the department must enter a payroll journal in FASIS to correct the months that have already been paid.
  – You must wait until *after* the change has been entered in FASIS by Payroll.
  – You will receive an email notification when your change has been entered.
  – Enter the journal directly through the “Enter Journals” page, using the correct Empl Rcd for the employee.

SUMMER SALARY FORM

• Academic Base Salary
  – See the FASIS Current Salary page or contact your school administrator

• Pay Detail
  – Indicate the flat monthly payment for each pay period.

• Pay Distribution
  – Use the **Sequence Numbers** to match each Pay Detail to its distribution.
  – The funding may change as often as necessary.
  – The **Pay Dates** must be the beginning and end of the month.
  – Months may be combined if the distribution is not changing.
EXAMPLES

SUMMER SALARY FORM

Example 1:
Simple request for new pay, 6/16 – 8/31

- Pay Detail
  - ½-month pay for June
  - Full month payments for July and August

- Pay Distribution
  - The distribution is the same for June, July, and August; it may be combined on one line

A printout of the employee’s Current Salary page must be attached.

Salary Calculation

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Salary for 9-mo Appts</td>
<td>147,252.60</td>
</tr>
<tr>
<td>Monthly Contract Rate (Annual Salary / 9)</td>
<td>16,361.40</td>
</tr>
<tr>
<td>Monthly Contract Rate * 2.5</td>
<td>40,903.50</td>
</tr>
</tbody>
</table>
SUMMER SALARY FORM

Example 2: Additional Sequence: Add the September payment to an Example 1

• Pay Detail
  – Only the amount for September is changing; enter that month only

• Pay Distribution
  – Enter a distribution line for September only
  – A Pre-Certification Form is not required since the extra 0.5-month is being charged to a non-sponsored account.

A copy of the original request must be attached.

SUMMER SALARY FORM

Example 3: Request for new pay with changing distribution

<table>
<thead>
<tr>
<th>Salary Calculation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Salary for 9-mo Appts</td>
<td>167,365.80</td>
</tr>
<tr>
<td>Monthly Contract Rate</td>
<td>18,596.20</td>
</tr>
<tr>
<td>(Annual Salary / 9)</td>
<td></td>
</tr>
<tr>
<td>Monthly Contract Rate * 2.5</td>
<td>46,490.50</td>
</tr>
</tbody>
</table>

• Pay Detail
  – ½-month pay for June
  – Full month payments for July and August

• Pay Distribution
  – Each month has a different distribution and is broken out separately

A printout of the employee’s Current Salary page must be attached.
SUMMER SALARY FORM

Example 4:
Change the funding distribution for August on an existing request (Example 3)

• Pay Detail
  – The payment to the employee is not changing; this should be blank

• Pay Distribution
  – The distribution for August is being re-allocated; only those lines that are changing should be entered
  – If retroactive, you must enter a Payroll Journal to correct past months; WAIT until you receive confirmation that your form has been updated.

A copy of the original request, with a line through the old August funding that was changed, must be attached.

SUMMER SALARY FORM

Example 5:
Request for new pay for employee on NIH grant; no Pre-Certification Form is used, so the last ½ month will be paid on unrestricted funds.

<table>
<thead>
<tr>
<th>Salary Calculation</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Salary for 9-mo Appts:</td>
<td>187,121.79 / Monthly Contract Rate: 20,791.31</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>June 16-30</td>
<td>July</td>
<td>August</td>
<td>Sept 1-15</td>
</tr>
<tr>
<td>Total Salary</td>
<td>10,395.66</td>
<td>20,791.31</td>
<td>20,791.31</td>
<td>10,395.66</td>
</tr>
<tr>
<td>Allowed from NIH</td>
<td>7,712.50 (74.1896%)</td>
<td>15,425.00 (74.1896%)</td>
<td>15,425.00 (74.1896%)</td>
<td>0</td>
</tr>
<tr>
<td>Must be Paid from Unrestricted Funds</td>
<td>25.8104%</td>
<td>25.8104%</td>
<td>25.8104%</td>
<td>100%</td>
</tr>
</tbody>
</table>
1. Preparer of the request prints, signs, and dates the form (A)
   - If your school requires the Faculty member’s signature/email approval, it is the responsibility of the Home Department to obtain or attach the signature (B)

   **Note:** The faculty member’s “Home Department” is the department that is responsible for taking the lead in promotion, tenure, and salary decisions. This can be located at the top of the employee’s Appointment Overview page in FASIS.
## APPROVAL & WORKFLOW

### 2. Departmental Signatures are Obtained
- Department/Center Business Administrator signs the form (C)
- If other departments/schools involved, they must sign the form (D)
  - Outside signatures may be accepted as a scan, as long as there is one wet signature on the form
  - Multiple copies of the form with different signatures may be attached
  - Non-Feinberg faculty being paid on a Feinberg account must receive signatures from the department/PTA that owns the chartstring (*but not Med Finance*)
- A signature from Office for Research is obtained by the department if faculty member is a Director/Co-Director of a Research Center under OR (F)

### 3. Home Department sends form to home Dean’s Office
- All internal and external department, school, faculty (if req’d) and OR signatures must be received first
- Forms for Feinberg faculty must be submitted to Med Finance

### 4. Home Dean’s Office signs form (E) and form is forwarded to Payroll
- If the request is over 90 days, the form must be sent to ASRSP for approval.
5. Payroll receives the request and enters into FASIS as an Additional Pay
   – Remember: The complete form must arrive at payroll by the monthly form deadline
   – Allow 7 business days for Payroll to process the request before you see it in FASIS

Questions?
RESOURCES

Summer Salary Request Form:
http://www.northwestern.edu/hr/policies-forms/forms/payroll-administration/summersalaryform.pdf

Summer Salary Policy:
http://www.research.northwestern.edu/policies/summer-research-quarter.html

Questions?
• Payroll Karen Koehler-Davis 1-8591
• Summer Effort Jennifer Mitchell 7-2473
• Training Chris Tondini 7-3080