Summer Salary

MARCH 20, 2019
Today’s Agenda

- What is Summer Salary?
- Key Considerations
- Completing the Summer Salary EAF
- Processing Summer Salary Payments
- Questions
What is Summer Salary?

- During the summer service period, any compensation paid to a faculty member in excess of their AY salary.
  - Summer service period: period outside of the academic-year appointment
  - Summer session: May 16th – August 15th
Summer Salary on Sponsored Projects

Limited to 90% of the maximum per appointment

Exceptions beyond 90% limitation:
- Covered by non-sponsored project sources (i.e. department, discretionary, etc.)
- Approved by faculty member’s department chair, dean, VP of Research, and SPA Executive Director prior to effort being expended
- Include Plan of Work form
<table>
<thead>
<tr>
<th>Faculty Appointment</th>
<th>Time Available</th>
<th>Max. Summer Salary (% of AY)</th>
<th>90% Max. Summer Salary on Sponsored Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 mo</td>
<td>3 mos</td>
<td>33.33%</td>
<td>30%</td>
</tr>
<tr>
<td>9.5 mo</td>
<td>2.5 mos</td>
<td>26.3%</td>
<td>23.67%</td>
</tr>
<tr>
<td>10 mo</td>
<td>2 mos</td>
<td>20%</td>
<td>18%</td>
</tr>
<tr>
<td>10.5 mo</td>
<td>1.5 mos</td>
<td>14.28%</td>
<td>12.85%</td>
</tr>
<tr>
<td>11 mo</td>
<td>1 mo</td>
<td>9.09%</td>
<td>8.18%</td>
</tr>
<tr>
<td>11.5 mo</td>
<td>.5 mos</td>
<td>4.34%</td>
<td>3.91%</td>
</tr>
<tr>
<td>12 mo</td>
<td>n/a</td>
<td></td>
<td>Not eligible for SS</td>
</tr>
</tbody>
</table>
Pay Dates

- May 31st
- June 14th
- June 28th
- July 15th
- July 31st
- August 15th
Key Considerations

Summer salary charged to a sponsored project must be for activities related to that award

- **Non-related** activities include:
  - Preparing/submitting competitive proposals
  - Non-sponsor related research
  - Vacation
  - Attending department/faculty meetings
  - Teaching and teaching preparation
  - Administrative work

Include all funding sources on the worksheet coordinated by the faculty member’s home department
Key Considerations cont’d

NSF 2/9ths Rule
- NSF maximum amount for 100% summer effort is 22.22% (2 months/9 months)

Flat Rate Payments
- Unallowable - time spent must be expressed as a percentage of effort

Leave of Absence or Full-year Sabbatical
- Paper copy of EAF must be used if faculty member was on leave of absence or full-year sabbatical during the AY at a reduced salary

Advance/Lump sum payments
- Unallowable – summer salary is paid during each pay period over the time span actually worked
- Faculty working the entire summer will be paid over six periods, the first on May 31st and the last on August 31st
Worksheet/EAF - Demo

2019 Summer Salary Employee Action Form (EAF)

Worksheet and Instructions Available Online:
  - https://www.rit.edu/fa/controller/sponsored/summersalaries.html
Example - 9 mo; Multiple Activities; 5/16 – 8/15

Base academic year contract:
- $50,000

Effort:
- Sponsored Project #1: 40%
- Sponsored Project #2: 20%
- Sponsored Project #3: 20%
- Sponsored Project #4: 10%

Maximum SS allowed:
- $50,000 x 33.33% = $16,666.67

Maximum SS on Sponsored Projects allowed:
- $50,000 x 30% = $15,000.00

Contract Amount:
- $16,666.67 x 40% = $6,666.67
- $16,666.67 x 20% = $3,333.33
- $16,666.67 x 20% = $3,333.33
- $16,666.67 x 10% = $1,666.67
- $15,000.00
Example - 9 mo; Multiple Activities; 5/16 – 8/15

Base academic year contract: $50,000

Effort:
- Sponsored Project #1: 40%
- Sponsored Project #2: 20%
- Sponsored Project #3: 30%
- Discretionary: 5%

Maximum SS allowed: $50,000 x 33.33% = $16,666.67

Maximum SS on Sponsored Projects allowed:
- $16,666.67 x 30% = $5,000
- $16,666.67 x 20% = $3,333.33
- $16,666.67 x 40% = $6,666.67
- $16,666.67 x 5% = $833.33

Contract Amount: $15,833.33
Oracle Online Summer Salary Processing

Summer Salary payments can be processed through RIT’s Employee/Adjunct Payment responsibility.

Two payment options (Compensation Types):
- Summer Course - for payments for teaching courses listed in SIS
- Summer Other Work - for all other activities other than teaching including:
  - Course development
  - Research
  - Administrative duties

Start/end dates must be entered
- System will automatically calculate the per pay period amount
- At least one pay period end date must be between the start and end dates of the payment
Oracle Online Summer Salary Processing

Oracle will:

◦ Validate the account number combination
◦ Calculate that the total Summer Salary contracts that have been submitted online and via paper do not exceed the percentage allowed on the base salary (for all faculty on less than 12 month contracts).
◦ Assign the appropriate PI and SPA rep as approvers for the transaction

Go to the Manager Self Serve website for more instructions on entering the payments or on how to request access: https://www.rit.edu/fa/controller/node/160
Oracle Online Summer Salary Processing

Be aware of the deadlines for individual pay dates to ensure enough time for the electronic forms to route and be approved

- [2019 Payroll Schedule]

Paper forms must be used for the following:

- If the number of accounts/payments exceeds **10** at any point in time
- Base salary at time the payment was entered was incorrect for determining overall AY Salary (Leave of absence, sabbatical, other)
Oracle Online Summer Salary Processing

• When entering data, you may get a notice that the summer salary is in excess of the faculty member’s allowed amount. Oracle rounds down, so may need to decrease amounts by $.01 or $.05

• Be sure to set up vacation rules if going to be away. This will avoid delays in the processing of payments.
Questions?
Resources

SPA Website:  https://www.rit.edu/fa/controller/sponsored-programs-accounting

Summer Salary EAF:  

Plan of Work:  

Questions? Contact your SPA Rep or Stephanie Beiter