

9-MONTH ACADEMIC & SUMMER SALARY CONSIDERATIONS FOR FACULTY WITH 9-MONTH APPOINTMENTS

* Enter data in the fields highlighted in Yellow

CONFIDENTIAL

Example: 2 Appointments

Employee Name:	Enter name	Entered by:	
Employee Id:	Enter employee id	Date:	11/30/2010

Instruction: Update the entries in the yellow fields (maximum 3 appointments). Annual salary is entered per appointment. Monthly rate, summer months, and 9-

RCD	Annual Salary	Appt	Monthly Earned Rate	% Distribution	Summer Monthly Rate per Appointment	Note	9 Mo. Academic Salary per Appt.
0	100,000.00	9	11,111.11	50.00%	11,111.11	Eligible for requesting summer salary	100,000.00
1	133,333.33	12	11,111.11	50.00%	0.00	Not eligible for requesting summer salary	100,000.00
2		12	0.00	0.00%	0.00	Not eligible for requesting summer salary	0.00
TL	233,333.33		22,222.22	100.00%	11,111.11		200,000.00

Monthly Salary:	22,222.22
9-month Academic Salary used for Proposal Submission & Effort Reporting	200,000.00
Annual Salary in HRIS:	233,333.33

Monthly Earned rate

Academic Base Salary

*Academic base salary used for SDA if the awarded agency is not NIH or the salary is not over the cap

Auto-populates in multiple appt. worksheet

Annual NIH Salary Cap	199,700.00
9-month NIH Salary Cap	149,775.00

Over the NIH Salary Cap? Yes

* This NIH salary cap should be used if the awarding agency is NIH

Input Errors:

Notes:

- * For NU administrative appointments such as dean, chair, or division chief, the salary typically cannot be charged to sponsored projects.
- ** This worksheet is for 9 and 12 months appointments only. 10 and 11 month appointments require additional considerations. Please contact Jennifer Wei if you need assistance for 10 or 11 months appointments.
- *** **Summer salary charges must be in compliance with NU's Summer/Research Quarter Salary and Effort Reporting policies. A pre-cert form is required if charging more than 2.5 summer months salary to sponsored projects.**

Base Salary displayed on NU Effort Reports:

Evanston Qtrs	Q1 (9/16 - 11/30)	Q2 (12/01 - 02/28)	Q3 (03/01 - 06/15)	Q4 (06/16 - 09/15)
# of Months	2.5	3	3.5	
Base Salary	55,555.55	66,666.67	77,777.78	Monthly Rate: 22222.22

Chicago Qtrs	Q1 (9/01 - 11/30)	Q2 (12/01 - 02/28)	Q3 (03/01 - 05/31)	Q4 (06/01 - 08/31) / Research Qtr
# of Months	3	3	3	
Base Salary	66,666.67	66,666.67	66,666.67	Monthly Rate: 22222.22

Worksheet version 8, 2009.08.12, JW

Effort Allocation for Multiple Appointments

If the employee has more than one appointment, fill out this sheet and use the converted percentages (columns highlighted in green) in Salary Planning Sheet 1 and 2.

1. Enter data in the fields highlighted in Yellow; all other fields are calculated by the worksheet.

%		9-Month Salary
50.0%	Appt 1 (Faculty):	\$100,000.00
50.0%	Appt 2:	\$100,000.00
0.0%	Appt 3:	\$0.00
Total Academic Base Salary		\$200,000.00

Auto-populates from ABS calculation worksheet

Auto-populates from ABS calculation worksheet

Appointment 1:

1. Enter the effort percentages in columns highlighted in Yellow.
2. Use the converted percentages (highlighted in green) in Salary Planning Sheet 1

	Chartstring	%	Funding
		50.00% -> TO ->	100.00%
Sponsored :			
Sponsored Acct 1:	610-xxxxxx-xxxxx01	11.11%	22.22%
Sponsored Acct 2:	610-xxxxxx-xxxxx02	5.00%	10.00%
Sponsored Acct 3:		0.00%	0.00%
Sponsored Acct 4:		0.00%	0.00%
Sponsored Acct 5:		0.00%	0.00%
Sponsored Acct 6:		0.00%	0.00%
Sponsored Acct 7:		0.00%	0.00%
Sponsored Acct 8:		0.00%	0.00%
Sponsored Acct 9:		0.00%	0.00%
Sponsored Acct 10:		0.00%	0.00%
MCS/VCCS:			
Companion CS Acct 1:		0.00%	0.00%
Companion CS Acct 2:		0.00%	0.00%
Companion CS Acct 3:		0.00%	0.00%
Operating budget Eff %:			
Faculty Salary Acct:	non-spon1	33.89%	67.78%
Operating Acct 2:		0.00%	0.00%
Operating Acct 3:		0.00%	0.00%
Total:		50.00%	100.00%

Appointment 2:

1. Enter the effort percentages in columns highlighted in Yellow.
2. Use the converted percentages (highlighted in purple) in Salary Planning Sheet 2

	Chartstring	%	Funding	
		50.0% -> TO ->	100.00%	total 100.0%
Sponsored :				
Sponsored Acct 1:		0.00%	0.00%	
Sponsored Acct 2:		0.00%	0.00%	
Sponsored Acct 3:		0.00%	0.00%	
Sponsored Acct 4:		0.00%	0.00%	
Sponsored Acct 5:		0.00%	0.00%	
Sponsored Acct 6:		0.00%	0.00%	
Sponsored Acct 7:		0.00%	0.00%	
Sponsored Acct 8:		0.00%	0.00%	
Sponsored Acct 9:		0.00%	0.00%	
Sponsored Acct 10:		0.00%	0.00%	
MCS/VCCS:				
Companion CS Acct 1:		0.00%	0.00%	
Companion CS Acct 2:		0.00%	0.00%	
Companion CS Acct 3:		0.00%	0.00%	
Operating budget Eff %:				
Faculty Salary Acct:		50.00%	100.00%	
Operating Acct 2:		0.00%	0.00%	
Operating Acct 3:		0.00%	0.00%	
Total:		50.00%	100.00%	

Enter chartstrings and planned effort here

Enter these percents in Appt 1 worksheet

Total % effort at bottom must match % at top of column

I. Enter data in the fields highlighted in Yellow; all other fields are calculated by the worksheet

Revision: _____ Date: _____ By: _____

← Enter % from multiple appointment worksheet here