



HRS402: SUMMER / RESEARCH QUARTER SALARY

Office of Human Resources
FASIS and Payroll Divisions




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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



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ELIGIBILITY

Eligible summer salary is based on contract period:

Faculty Contract Pd	Summer Salary Eligibility
9	Eligible for: 3 months' total salary From Sponsored Accts: <u>2.5 months</u>
12	Not Eligible

- 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



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DETERMINING SALARY

A "month's salary" is the Monthly Contract Rate:

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

Determining Summer Salary Limit -- Example #1				
Rcd #	Annual Rate	Contract Period	Comp Rate (Annual / 12)	Monthly Contract Rate (Annual / 9)
0	\$90,000	9	\$7,500.00	\$10,000.00

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



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DETERMINING SALARY

Determining Summer Salary Limit -- Example #2				
Rcd #	Annual Rate	Contract Period	Comp Rate (Annual / 12)	Monthly Contract Rate (Annual / 9)
0	\$120,000	9	\$10,000.00	\$13,333.33
1	56,000	9	4,666.67	6,222.22
2	24,000	12	2,000.00	2,000.00
Total	200,000		16,666.67	19,555.55

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.



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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.

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Favorites | Main Menu > Faculty and Staff Information > Current Salary



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DETERMINING SALARY

FASIS Current Salary Sample:
Screenshot Mandatory with Forms

Base Salaries	
Institutional Base Salary:	499,918.80
Merit Base Salary:	428,501.16
Academic Base Salary:	482,064.39

Current Salary Information													
Red	Payroll Status	Job Title	Department	Paygroup	Sched Pay Pts	% Full Time	Comp Rate	Annual Rate	Ctrt Per	Monthly Contract Rate	Actuals + FY Enc	Pre-Enc	FY Appt Salary
0	Active	Professor		Paid (MOF)	12.0	75.00	32,137.50	385,650.00	9	42,850.00	385,649.99	0.01	385,650.00
2	Active	Dir		Paid (MOF)	12.0	15.00	5,951.47	71,417.64	12	5,951.47	71,417.64		71,417.64
3	Active	Professor		Paid (MOF)	12.0	5.00	1,785.44	21,425.88	9	2,380.65	21,425.88		21,425.88
5	Active	Professor		Paid (MOF)	12.0	5.00	1,785.44	21,425.28	9	2,380.59	21,425.28		21,425.28
				Totals		100.00	41,659.90	499,918.80		53,562.71	499,918.79	0.01	499,918.80

This person's eligible rate for Summer Salary would be:
 $42,850.00 + 2,380.65 + 2,380.59 = 47,611.24$ 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*

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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: <u>15,425</u> NU Fund: 3,293	- NIH: <u>30,850</u> 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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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](#) > [Position Management](#) > [Review Funding Info](#) > [View Valid Chartstrings](#)



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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



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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**

Form Due to Payroll	Monthly Paydate
June 15	June 30
July 14	July 29
August 16	August 31
September 15	September 30



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



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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




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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**

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SUBMITTING A SUMMER SALARY REQUEST

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SUMMER SALARY FORM

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.**

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SUMMER SALARY FORM

Summer Salary Request Types (con't):

- **Additional Sequence**
This is another months' payment *in addition* to what has already been requested for this employee on another form. **Must attach copy of original request form(s).**

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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.

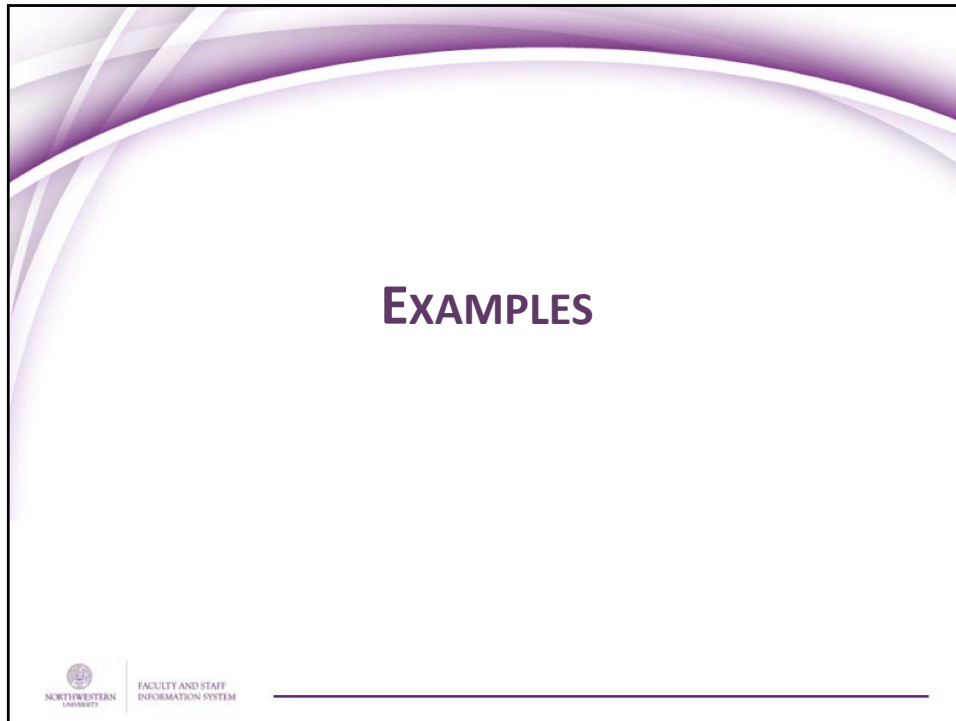
- You must wait until after the change has been entered in FASIS by Payroll. You will receive an email notification when your change has been entered.
- Enter the journal directly through the “Enter Journals” page, using the correct Empl Rcd for the employee.


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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.


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SUMMER SALARY FORM

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

Salary Calculation	
Annual Salary for 9-mo Appts	147,252.60
Monthly Contract Rate <small>(Annual Salary / 9)</small>	16,361.40
Monthly Contract Rate * 2.5	40,903.50

- 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.

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.



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SUMMER SALARY FORM

Example 3:
 Request for new pay with changing distribution

Salary Calculation	
Annual Salary for 9-mo Appts	167,365.80
Monthly Contract Rate <small>(Annual Salary / 9)</small>	18,596.20
Monthly Contract Rate * 2.5	46,490.50

- 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.




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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.

Salary Calculation				
Annual Salary for 9-mo Appts: 187,121.79 / Monthly Contract Rate: 20,791.31				
	June 16-30	July	August	Sept 1-15
Total Salary	10,395.66	20,791.31	20,791.31	10,395.66
Allowed from NIH	7,712.50 (74.1896%)	15,425.00 (74.1896%)	15,425.00 (74.1896%)	0
Must be Paid from Unrestricted Funds	25.8104%	25.8104%	25.8104%	100%






APPROVAL & WORKFLOW

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)**

Approvals

A	PRINT Name of Person Completing Form	Date	Phone
B	Faculty Signature (if required)	Date	Phone
C	Authorized Dept/Center BA Signature	Date	Phone
D	Authorized Dept/Center BA Signature	Date	Phone
E	Authorized Home School Signature	Date	Phone
F	OR Signature for OR Ctr Directors/Co-Drs	Date	Phone

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.


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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)**

Approvals

A PRINT Name of Person Completing Form _____ Date _____ Phone _____


B Faculty Signature (if required) _____ Date _____ Phone _____

C Authorized Dept/Center BA Signature _____ Date _____ Phone _____

D Authorized Dept/Center BA Signature _____ Date _____ Phone _____

E Authorized Home School Signature _____ Date _____ Phone _____

F OR Signature (for OR Ctr Directors/Co-Dir) _____ Date _____ Phone _____



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APPROVAL & WORKFLOW

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.

Approvals

A PRINT Name of Person Completing Form _____ Date _____ Phone _____


B Faculty Signature (if required) _____ Date _____ Phone _____

C Authorized Dept/Center BA Signature _____ Date _____ Phone _____

D Authorized Dept/Center BA Signature _____ Date _____ Phone _____

E Authorized Home School Signature _____ Date _____ Phone _____

F OR Signature (for OR Ctr Directors/Co-Dir) _____ Date _____ Phone _____



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APPROVAL & WORKFLOW

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

Approvals		
A	PRINT Name of Person Completing Form	Date Phone
B	Faculty Signature (if required)	Date Phone
C	Authorized Dept./Center BA Signature	Date Phone
D	Authorized Dept./Center BA Signature	Date Phone
E	Authorized Home School Signature	Date Phone
F	Off Signature (for Off-Ctr Directors/Co-Dir)	Date Phone



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QUESTIONS?



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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

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