

Summer Salary (SS) Reminder....

- You should only provide SS when it is called for in the agency approved budget or when we have prepared a ePAR requesting SS and the agency has approved it.
- To avoid the college from denying your request, please make sure you have addressed the following, if not, this will only delay your faculty member getting paid.
- Is the person you are requesting the SS for listed on the award notice or mentioned in the budget/budget justification? You can not pay SS for someone not working on the project either in the original proposal or via a post award action.
- Are the dates of the request within the budget period of the project? Remember "budget period" and "project period" are two different things.
- Is the SS being requested available in the 1116 object code either in the original proposal or via a post award action?
- Does the overall salary category have sufficient funds? Even if it appears there are funds in the 1116 object code, but the overall salary category is in the negative, the SS will not be approved
- If you have an ePAR pending approval for a SS action, please note such on the form.
- If there is a continuation or supplemental proposal pending in RADAR, note such on the form.
- Research Administration will also not approve SS
- that is not in object code 1116. If you need to rebudget to move money into this category, then prepare a ePAR as instructed in item 4 above.
- when the project number referenced is in the negative in direct costs.
- Even if it appears there are funds in the 1116 object code, but the overall salary category is in the negative
- If the overall project is in the negative

If you have any questions, please contact Pat Hayes (5-7009) or Rosette Tavoracci (515-7011).

**College of Engineering
North Carolina State University**

Request for Summer/Supplemental Salary
(Not for Academic Year Overload Pay)

Name of Professional _____

Employee ID Number _____

Period Covered by Report * _____

Department _____

* May 16-31; June 1-30; July 1-31; Aug. 1-15; or other. For other, list specific other dates worked.

A. Sponsored Research Projects	Account No.	% Time to be Charged to Project for this Period **	- OR -	Amount Chargeable to Project
_____	_____	%		\$ _____
_____	_____	%		\$ _____
_____	_____	%		\$ _____
_____	_____	%		\$ _____
_____	_____	%		Total _____
B. Other University Activities				
Course Development				
Administration				
Extension and Public Services				
Summer Session		%		
C. Unassigned Time		%		
TOTAL TIME EXPENDED (A+B+C)		100	%	

** For example, 100% for May 16-31 is equivalent to 0.5 month pay.

I understand that I will need to certify in my TEARS report that my actual effort was at least as great as the "% Time to be Charged to Project for this Period."

Approved by: _____

Signature of Professional

Date

Signature of Department Head

Date