

Summer Salary

Things to Remember

- Summer salary should be paid for the actual time period worked.
- Just because there is summer salary in the budget does not mean it has to be paid out to a PI. Effort must match payment.
- Only 2 months summer salary (in most cases two months of a year) can be paid from NSF and NSF flow-through funds.
- Summer salary should not be used to increase an employee's FTE during the summer months.
- Graduate students are not eligible for summer salary.
- See <http://www.ncsu.edu/policies/employment/faculty/REG05.20.14.php> for calculation information.
- Twelve month employees are not eligible for summer salary.
- Remember that there are only three months in a summer. It would be impossible to teach a full load in the summer and work 100% for three months on a research project.
- If three full months of summer salary are paid, the PI should be able to explain why no time was used for: proposal work or submission, administrative activities, supervision of graduate students on other projects, vacation or sick time.
- Summer salary is not paid only from ledger 5 projects. It is often paid from multiple ledgers and the same rules apply to all.
- Certification of pay earned during a pay period is not the same thing as a summer effort report. The certification is verifying that work was actually performed during the time period and no unexpected days off or consultant time was taken that would warrant a change to the payroll amount. Effort reports certify that the percentages of time spent on actual projects for the entire period is correct. (This is based on direct pay)
- Faculty do not get paid consultant days during the summer. This time period is not under contract and pay should be only for actual time worked on the specific project
- Earnings code 99 should **NEVER** be used for summer pay. The correct earnings codes are 601 and 602 (603 is used for retroactive adjustments July 1 thru August 15 - HR enters these earnings codes).
- Summer salary payments must be processed no later than October 31. Summer salary payments should not be used to "spend out" an award.
- Summer salary must be based on base salary.
- Certification should not exceed one month per form. If two months are paid in one payroll, two separate forms will need to be submitted. These must be completed by the 15th of the month following payment.