Summer Salary

- Per REG 05-58-01, Summer Salary is any earnings paid through NC State for work performed by 9-month faculty during the Summer period, The 3-month period from May 16 through August 15, including Maymester instruction.
    - From the REG, please read the following sections:
        - *7.2.2 Summer Salary for Full-Time 9-Month Faculty*
        - *7.3 Summer Instructional Salary for Nine-Month Faculty*
        - *7.4 Salary for Full-Time 9-Month Faculty Paid in Summer from Sponsored Projects Funds*
        - *8.1.2 Required Summer Salary Training*
- Requests are submitted via the University's "Additional Compensation System" for thoses faculty that are .75 FTE or more
    - Requests for faculty that are < .75 FTE, please contact COE HR for processing instructions
- Understand the Workflow
    - Additional Comp Powerpoint Training
    - Actions will route to COE Research Office if charged to a 5 account
    - All additional comp requests will route to COE HR Office

Summer Salary

- There is a Summer Salary tutorial/training that is required of all faculty who receive summer salary and all administrators involved in the process. **Ensure the individual being paid, entering the payment or approving the payment has completed the SS tutorial.**
- Ensure the dates of the request align with the project.
- Ensure there are funds in the overall project budget.
- Ensure there are funds in the 51116 account code.
- If there is a pending PMR action, please note the number in the comments.
- If there is pending additional funding, please note this in the comments.
- Ensure the PI/Faculty member is a PI/CoPI or is named somewhere in the project.
- When exceeding 90% each pay period on a ledger 5, the PI has to confirm that he/she will not teach, advise students, submit proposals, take vacation or travel on any other ledger 5 and they must receive pre-approval by the Dean
- COE internal form for use (optional): Additional Comp Form
- Any faculty who claim 100% summer salary from ledger 5's have to have pre approval by the Dean.
- Dept can enter both 5 accounts and non-5 accounts on one request for that month as long as it is the same earnings code (just keep in mind 90% threshold on 5 accounts)

Summer Salary

- Each action requires a brief justification of what the faculty is doing (1-2 sentences). **Actions will be pushed back if there is not enough information.** Copying the description from WRS is not sufficient.
- Departments can attach supporting documentation, however, the description of duties section cannot say, "See attached justification". The duties need to be included in the justification box.
- **Ensure you are using the appropriate earnings code based on the description of work or the action will be pushed back.**
- Per the REG, summer salary for 9 month employees is based on the salary as of the previous 5/15. We should not be increasing summer salary allocations if the faculty receive a promotion or any type of other increase after 5/15.
  - Those faculty at FTE <1.0 can still earn summer salary at their 1.0 FTE (it will prompt Dean approval so please put a comment in the description of activities or upload a justification
- **Adhere to COE monthly deadlines and don't wait until the last minute to submit requests!**
- Any summer salary not processed by the end of September will also need an approval by the Dean.

Summer Salary Resources

- Additional Resources
  - [HRIM's Website](#)
  - [Additional Compensation Manual](#)
  - [Office of Contracts and Grants - Summer Salary](#)

- Videos
  - [Create Additional Compensation Request](#) (3:20)
    - [Video Read Along](#) (pdf)
  - [Navigating to the Additional Compensation Application](#) (0:49)
    - [Video Read Along](#) (pdf)
  - [Search for Existing Additional Compensation Transactions](#) (1:34)
    - [Video Read Along](#) (pdf)
  - [Setting up Email Notifications](#) (1:50)
    - [Video Read Along](#) (pdf)

Summer Salary

- This process begins at the department level and requires entry, review, attachment of any document and approval.
- For access to enter summer salary, individuals must receive additional compensation training (Contact COE HR for more information)
- Will be reviewed/approved/pushed back first by COE-ORA if a ledger 5 is involved. All actions will be reviewed/approved/pushed back by COE HR.
- Will be reviewed/approved/pushed back by the University Offices.
- For actions that require the Dean's approval, make sure the appropriate justification is attached to the additional comp action.
- Training: <u>Summer Salary Training</u>

Summer Salary Payments

Department should use the following calculations when determining summer salary. The system calculates the summer salary thresholds using the following formula:
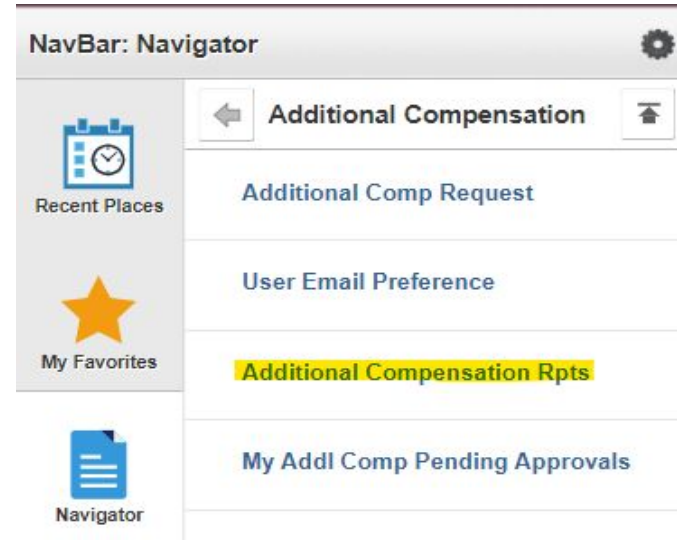
- Base Salary (includes any administrative supplements, honorifics, interim/temp assignments more than 12 months) divided by 9 months. Then take 90% of that to determine the maximum amount they can earn over the Summer.

- Example on calculating the 90% monthly threshold that can be earned on sponsored research projects:
    - 9 month Base Salary as of 5/15/XX: $130,000
    - Current Honorific: $10,000
    - Current Admin Supplement: $10,000
    - Total Compensation (used to calculate summer salary payments): $150,000
    - Monthly Rate: $150,000 / 9 months = $16,666.66
    - 90% monthly threshold
        - May: ($16,666.66 * .90 = $14,999.99) / 2 = **$7,499.99**
        - June: $16,666.66 * .90 = **$14,999.99**
        - July: $16,666.66 * .90 = **$14,999.99**
        - August: ($16,666.66 * .90 = $14,999.99) / 2 = **$7,499.99**

Additional Compensation for Instruction

- Submit one additional comp action for the specific semester or for summer, the full 10 week session, Summer Session I or Summer Session 2
- For Summer Instruction, use the academic calendar for beginning and end dates
  - begin date is first date of classes
  - end date is when grades are due
- Fall Dates: 8/16 - 12/31
- Spring Dates: 1/1 - 5/15
- Make sure you are using the appropriate "Instructional" earnings code
- Refer to REG 05-58-01 for guidance around academic year and summer instruction
- **Note:** EOL processes all instruction requests and will work with each department

Summer Salary Queries

- Users have access to pull Additional Comp Queries. To access the queries, log in to MyPack portal and follow the below navigation:
  - Human Resources Systems → NCSU Administration → Additional Compensation → Additional Compensation Rpts

- Additional Compensation Reports
  - Active Queue Report - shows current actions in additional comp
  - Historical Queue Report - search query of additional comp actions as of a certain date
  - Course Report - search by a certain term (Fall, Spring, Summer, etc.)
  - Employee Queue - search actions for a specific employee

NavBar: Navigator

Recent Places
My Favorites
Navigator

Additional Compensation

Additional Comp Request

User Email Preference

Additional Compensation Rpts

My Addl Comp Pending Approvals

Addl Comp Rpts

Additional Compensation Reports

Active Queue Report

Historical Queue Report

Course Report

Employee Queue

Initiator /
Request on
behalf of the
employee
(EE Home Dept.)

1st Approver EE
Home Dept.
Head
(Home Dept.)

2nd Approver
Initiating Dept.
Head
(Paying Dept.)

*3rd Approver
Division
Research Office
(Paying Dept.)

4th Approver
Division
Business Office
(Paying Dept.)

*5th Approver Home
Dean / Chancellor
(Only if the Additional
Compensation
exceeds 20%, 33.33,
and 90% threshold
(Paying Dept.)

Final Approval
Human Resources
(UHR)

Approval Stage

▼ **Current Status:** Pending

Approval Path

Pending	Not Routed	Not Routed	Not Routed	Not Routed
Multiple Approvers Additional Pay Dept	Multiple Approvers Additional Pay Dept	Multiple Approvers Additional Pay ResOfc	Multiple Approvers Additional pay BusOfc	Multiple Approvers Additional Pay HREPA

Conditional statement

*Division Research Office (3rd Approver): this approver will be inserted into the
workflow if it is a research based earnings code (i.e. 600, 601, & 602 series).

*Home Dean / Chancellor (5th): this approver will be inserted into the approval
workflow only when the addl comp request exceeds one of the three salary
thresholds (i.e. 20% 33.33, 90%).

These types of additional compensation transactions **should** be entered into the Additional Compensation System

- Out of contract task-based work
- Summer research
- Course overloads
- Instructional support

Note: These payments contribute to summer (33.3%) and academic year (20%) earnings limitations

These transactions **should not** be entered into the Additional Compensation System*

- Administrative supplements
- Honorific supplements
- Interim supplements
- Temporary supplements

*Because County Extension positions are not submitted to UHR via PeopleAdmin, consideration will need to given to determine how supplement pay will be tracked and reported for this population.

Summer Salary
Faculty on Phased Retirement

> Phased retirees are now eligible to earn summer salary (9-month) and additional compensation (9- and 12-month) for tasks outside their work plans
  - *One exception: TSERS cannot earn second summer school session for the summer they **enter** phased retirement*
> [REG 05.58.01](#) was also updated to allow phased retirees to earn summer salary and additional compensation
> Phased retirees in TSERS are responsible for monitoring earnings and limitations as to protect their benefits.
> Requirements to enter Addl Compensation Comp for a Phased Retiree are:
  - PeopleSoft action to transition faculty to phased retirement must be entered prior to Additional Comp entry effective 7/1
  - Base salary will be reduced to 0.50 FTE equivalent value

> **Reminder**: PRP participants in TSERS may not earn summer salary in the second summer school session (7/1 - 8/15) during the summer they enter the PRP.