

Did you know... No. 16

Summer Salary

1

What is summer salary and who is eligible?

- ◇ Only Nine-month faculty are eligible for summer salary and are limited to one third of their nine-month base salary (excluding administrative supplements) for Summer School or other Summer salary.
- ◇ Summer salary is payment for work completed during summer months (begins the day after Spring Commencement and ends the day before Fall semester classes begin).

2

How does the faculty member receive summer salary?

- ◇ Process a lump sum payment for the faculty member in Connect Carolina in the HR WorkCenter
- ◇ Choose summer salary reason code
- ◇ Effective date must be the first of the month the payment is to take place in, which is also the month the work will be completed in :
Ex. Work Period Start Date: 6/14/2016, Work Period End Date: 7/5/2016, *Effective date: 7/1/2016*
- ◇ Add comments: # of days worked, daily rate, explanation of work
- ◇ Use the net salary calculator when using non-state funds
- ◇ Submit the ePar by the 10th of the month to ensure timely approval

3

How do I calculate summer salary?

- ◇ Fill in the yellow fields on the summer salary calculator (*link provided below*).

Nine-Month Base Salary		\$ 100,000	Insert nine-month base salary to automatically calculate summer salary.		
Allowable Earnings: one third of nine-month salary		\$ 33,333			
		Monthly Rate	Daily Rate	# Days	Amount Paid
May	9 31				
	Divide nine-month salary by 9	11111.11			
	Daily Rate (divide Monthly Rate by 31)		358.42	23	8,244
June	1 30				
	Daily Rate (divide Monthly Rate by 30)		370.37	30	11,111
July	1 31				
	Daily Rate (divide Monthly Rate by 31)		358.42	31	11,111
August	1 22				
	Daily Rate (divide Monthly Rate by 31)		358.42	22	7,885
Total				106	\$ 38,351
Maximum Amount That Can be Earned					\$ 33,333
Amount Over the Allowable One-Third Amount - Cannot Pay					\$ 5,018

The Daily Rate and total amount allowed for each month will populate in "Amount Paid Column."

Important Note: Amount cannot exceed "Maximum Amount That Can be Earned."

NOTE:
 All Summer School pay counts first toward the one-third that can be earned.
 Amounts earned after July 1 each year can be increased if there is a salary increase.
 All salary rates and payment amounts must be in whole dollars.