**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:
   - 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](http://casbo.web.unc.edu/files/2017/08/Summer-Salary-Calculation-Template.xls)).

   ![Summer Salary Calculator](http://casbo.web.unc.edu/files/2017/08/Summer-Salary-Calculation-Template.xls)

   - 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.”

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**Summer Salary Calculator Form:** [http://casbo.web.unc.edu/files/2017/08/Summer-Salary-Calculation-Template.xls](http://casbo.web.unc.edu/files/2017/08/Summer-Salary-Calculation-Template.xls)