

# Summer Salary Lunch and Learn

April 21, 2021



# Who Receives Summer Salary and why?

**Only** nine-month faculty are eligible for Summer salary

Summer compensation falls into two categories:

- Summer school related OR
- Research and administrative activities not related to Summer school.

Summer salary is payment for work completed during the summer months.

Summer salary cannot exceed 1/3 of the employee's 9 month base salary, as shown on the Summer Salary Calculation Template.

Base salary is for 9 months of effort, but is paid over 12 months. If receiving Summer salary, employee will receive two payments during the Summer; normal pay and Summer pay

## What is NOT Summer Salary

- Mobile communication device payment
- Overload payments
- Additional duties salary
- Additional employment salary
- Dual employment payments
- Awards
- Docked pay

\*These are lump sum payments processed by HR and are unrelated to a Summer salary lump sum payment



# Finding Base Salary in InfoPorte

*Remember: when determining the maximum Summer salary amount, only use the employee's base salary in the calculation template*

The screenshot shows the InfoPorte web application interface. At the top, there is a navigation bar with icons for Home, Inbox, Finance, HR, Tools, and Cores. Below this is a menu with tabs for Employees, Positions, Request, Payroll, Forms, and Affiliates. The main area is titled 'Base Search' and contains several search filters: Dept ID, Pay Status, HR Status (set to Active), Severe Weath., PM Review, Type, Perm/Tmp, Full/Part Time, Disease Mand, PM Status, Name / PID, and FLSA Status. There are 'Search' and 'Clear' buttons. On the right side, there is an 'Export Fields' section with a 'Default' dropdown and icons for Excel and PDF.

Base Rate	95,176
Supp Rate	20,000

Position	Fund Code	Source	Account	Dept ID	Project	Program	Cost Code 1	Cost Code 2	Cost Code 3	End Date	Amount	% Total
	20101	12001	511140			10000					20,000	100
	20101	12001	513120			10000					95,176	100

# How Is Summer Salary Calculated?

**\*\*Always calculate using the Summer Salary Calculation Template\*\***

Enter the employee's 9-month base salary at the top of the calculation sheet and then the applicable summer term dates in the yellow boxes provided. This will automatically calculate the maximum earnings for the Summer, as well as the maximum daily rate that can be earned each month.

- Start date = Always the day after Spring Commencement
- End date = Always the day before Fall classes begin

From here, you must determine the # of days required to pay the total amount owed to the employee for the Summer term.

## How Is Summer Salary Calculated? Cont'd

Example: Prof. Smith is owed \$6,000 in Summer salary for work done on an NSF grant

- On the calculation template, enter data in the yellow boxes only

Maximum allowable earnings per template = \$40,000

Maximum daily rate in May = \$430.11

$\$6,000 / \$430.11 = 13.95$  days

Work start date = May 17

Work end date = May 30

# Summer Salary Calculation Example

Professor Smith  
Summer Salary:  
\$6,000

<b>Nine-Month Base Salary</b>				\$ 120,000			Insert nine-month base salary to automatically calculate summer salary.
<b>Allowable Earnings: one third of nine-month salary</b>				\$ 40,000			
				<b>Monthly Rate</b>	<b>Daily Rate</b>	<b># Days</b>	<b>Amount Paid</b>
<b>May</b>	17	31					
Divide nine-month salary by 9				13333.33			
Daily Rate (divide Monthly Rate by 31)					430.11	15	6,452
							$\$6,000 / \$430.11 =$ 13.95
<b>June</b>	1	30					
Daily Rate (divide Monthly Rate by 30)					444.44	30	13,333
<b>July</b>	1	31					
Daily Rate (divide Monthly Rate by 31)					430.11	31	13,333
<b>August</b>	1	17					
Daily Rate (divide Monthly Rate by 31)					430.11	17	7,312
<b>Total</b>						93	\$ 40,430
<b>Maximum Amount That Can be Earned</b>							\$ 40,000
							\$ 430
							<b>Amount Over the Allowable One-Third Amount - Cannot Pay</b>

# How is Summer salary processed?

## **Departments Within The Business Center**

- Enter a RASR request for a Summer Salary ePar to be processed
- Make sure to include all pertinent information such as faculty member name, PID, amount to be paid and work dates that correspond to amount being paid

## **Departments Outside the Business Center**

- Go into the HR Work Center in Connect Carolina
- Enter a Lump Sum Payment EPAR for the faculty member to be paid



# Summer Salary Helpful Hints

- Make sure you have the employee name and PID, Home Department and Chartfield String to be used
- When selecting appointment number, always select “0”
- Choose Summer Salary as the reason code
- Effective date must be the first day of the month in which the payment is to be made
- Required comments: the number of days worked, the daily rate and the work performed
- The account code used most often for Summer salary is 511120
- Attach a copy of the completed Summer Salary Calculator and other supporting documentation.
- Submit EPAR for approval before the departmental deadline on the monthly lockout calendar
- Amounts earned after July 1 each year can be increased if there is a salary increase.

Employee Details

Name: [REDACTED] Empl ID: [REDACTED]  
eForm ID: [REDACTED] Empl Record: 0  
Department: [REDACTED] [REDACTED]  
FTE: 1.000000  
Regular/Temporary: Regular  
Job Code: 600000 Professor  
Job Family: EPA  
Employee Group: Faculty

LumpSum Details

Effective Date: 06/01/2019  
Payment Type: Summer Salary  
Payment Amount: 10000.000000  
Originating Department: [REDACTED]  
Work Period Start Date: 06/01/2019  
Work Period End Date: 06/25/2019

Justification:

Summer Salary for work as [REDACTED] June 1-25, 2019. Calculated at a daily rate of  $\$404.69 \times 24.7103 = \$10,000$ .

Personalize | Find | | First 1 of 1 Last

Basic Mode    Expanded Mode

	<u>Payment Amount</u>	<u>Percent of Distribution</u>	<u>Combo Code</u>	<u>Combo Code Description</u>	<u>Funding End Date</u>
1	\$10,000.000	100.000	000200512	20101-12001-511120-3 [REDACTED]	

**Total** \$10,000.000    **Percent** 100.000    **Unfunded Amount** \$0.000

**File Attachments**

	<u>Upload</u>	<u>View</u>	<u>Description</u>	<u>Doc ID</u>	
1	Upload	View	Addl Info - Lump Sum	string152019-06-02-12.52.08	Delete

Add File Attachment

# Helpful Links

## Summer Salary Calculator Form

<https://academicpersonnel.unc.edu/wp-content/uploads/sites/1069/2020/02/Summer-Salary-Calculation-Template.xls>

## Summer Salary Fringe Calculator

<https://casbo.web.unc.edu/wp-content/uploads/sites/14673/2021/04/Summer-Salary-Fringe-Calculator-20-21.xlsx>

## Monthly Lockout Calendar

<https://finance.unc.edu/wp-content/uploads/sites/298/2020/10/2021-monthly-payroll-schedule.pdf>

## UNC Policy

<https://academicpersonnel.unc.edu/policies-and-procedures/compensation-and-pay/summer-compensation-for-faculty/>

Questions