

From: [Jackie Rusnak](mailto:Jackie.Rusnak)
To: financialpeople@AESOP.Rutgers.edu
Subject: 2014 Summer Salary
Date: Tuesday, March 18, 2014 4:31:10 PM

Dear All,

Please review the following before submitting 2014 Summer Salary requests:

This year University Human Resources has asked us to combine the July and August 2014 requests onto **one summer salary request form**. Since June 2014 occurs during a different fiscal year, please keep that request on a separate form.

Similar to prior years, units must **email** all requests for summer compensation to me, Jackie Rusnak, in the SEBS Human Resources Office at (rusnak@aesop.rutgers.edu). This email should include the **completed** Faculty Summer Salary Authorization Form and the chair's approval letter for the faculty request of summer compensation (see below for summer salary and pay in lieu vacation policies). The completed form and chair approval letter will be reviewed by Rachele Sylvan (Fund Source) and Dr. Rick Ludescher, Dean of Academic Programs.

You can access the link to the Summer Salary Form here:

http://postaward.rutgers.edu/new_forms.htm.

Please make sure that you only use the 8-digit employee identification (Empl ID) number on the form; For security purposes, do **NOT** include the employee's social security number on the form.

Faculty Summer Salary

The University permits faculty members on academic year appointments to receive approved summer compensation of up to 3/9th of their academic year salary, provided that (a) there is no conflict with the policies of the relevant funding agencies for externally funded grants and contracts, and (b) there is approval by the faculty member's dean or director. Similarly, calendar year appointees may receive up to 1/11th of their academic year salary as additional compensation. Should 3/9th or 1/11th be paid to an academic year or calendar year faculty member respectively, they are obligated to forego any vacation for that year in which the compensation is paid.

Please keep in mind:

The general rule has always been that a faculty member can only charge a grant or contract based on his or her actual salary at the time the work is performed. Retroactive adjustments due to subsequent contract negotiations are only allowed if the award is still active and then only to the extent that funds are available.

If there is a possibility that a PI will be working on a grant or contract during the summer but will be unable to submit the required payroll paperwork, the PI should send a completed Institutional Prior Approval Form (IPAS) to Dgca1@rci.rutgers.edu prior to starting work.

With the new cost transfer policy on sponsored programs, summer salary will not be allowed to be transferred to any grant account 90-days after the transaction has posted to the General Ledger. Therefore, ensure that the correct grant accounts are charged in the appropriate month consistent with the grant accounts listed on the submitted summer salary request form. To process a summer appointment, administering units are responsible for preparing and

submitting the appropriate transaction in the RIAS-HR/Payroll system for summer compensation, as a class 8, co-adjutant appointments in job code 99916.

Dr. Rick Ludescher will review requests for 2014 summer salary through September 30, 2014. **THE SEPTEMBER 30, 2014 DEADLINE IS FIRM. NO EXCEPTIONS.**

If you need more information regarding faculty summer salary appointments please don't hesitate to contact me.

Jackie

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