Summer Salary Information

Faculty members on academic year appointments are eligible to receive approved summer compensation of up to 3/9ths 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. Similarly, calendar year appointees may receive up to 1/11th additional compensation. Should 3/9ths or 1/11th be paid to an academic year or calendar year faculty member, respectively, they are obligated to forego any vacation for that period in which the compensation is paid.

The SEBS-NJAES Summer Salary Form must be completed prior to providing payment for such appointments. Administering units are responsible for preparing and submitting the appropriate transaction in the Peoplesoft system for summer compensation, as class 8, coadjutant appointments in job code 99916.

Before submitting requests for Summer Salary, please review the following along with specific agency requirements for NSF and NIH indicated below:

- All June requests need to be kept separate from July and August because of the two fiscal years. If requesting July and August, please combine them on one form.
- A letter from the faculty member to the Dean of Research, including the chair’s approval stating that the faculty member is taking summer salary in lieu of vacation, is only required if the faculty take more than two months of paid summer salary. Faculty should recognize that this indicates they will be working and available during this period.
- When requesting two months of summer salary or less, the faculty member should submit the SEBS-NJAES Summer Salary form, containing all pertinent information. No letter from the faculty member and/or chair is required, but the chair should receive a copy of the summer salary form. The completed form and a chair approval letter will be reviewed by the Dean of Research and Business Office Director.
- Once the form is reviewed and approved by the Dean and funds are verified by the Business Office Director, the form will be scanned/emailed to the department to enter the appointment into Peoplesoft.
- When the request is for less than a month, the requested amount must be calculated by the number of working days in the month. (e.g. example, June=22, July=21 and August=23).
- Be sure to include the number of days in your request letter when not working the full month. In addition, please remember that the request letter also needs to contain the approximate number of hours worked per week, as this supports Affordable Care Act Reporting.
- Use only the 8-digit Employee ID# on the form; do not include the employee’s social security number on the form for security purposes. Remember to make sure all letters and forms contain current dates.
Please keep in mind:

- Generally, 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 contact DGCA at dgca1@ored.rutgers.edu or access IPAS' online request portal prior to starting work.
- With the 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 been posted to 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.
- The cut-off for summer salary will be September 30. This is a firm deadline with no exceptions.

Agency Requirements

National Science Foundation (NSF): For academic year appointees, a summer salary that exceeds 2/9 of the academic year salary is not allowable. Similarly, a summer salary of 1/11 for calendar year appointees in lieu of vacation is not allowed.

National Institute of Health (NIH). For those faculty paid on NIH awards, the Office of Personnel Management has recently released new salary levels for the Executive PayScale. Effective January 5, 2020, the salary limitation for Executive Level II is $197,300. Please use this new salary limit Federal Executive Pay Scale when calculating summer salary where the faculty’s current base rate has exceeded the limit.

**Summer salary will be reviewed and processed using DocuSign; the first level approver will be the Business Office Director, and the Director of Research will be the second level approver.**