ERSO SUMMER SALARY RESEARCH PROCESSING INSTRUCTIONS

The 2019 dates for summer salary are May 20th-August 20th, 2019. Total summer earnings cannot exceed 3 months/57 work days.

Other summer salary considerations:

- **Federal Fund Sources are restricted to 2.5 months/48 workdays**
  - A Principal Investigator (PI) who wishes to be paid for more than 2.5 months (i.e., 48 workdays) from federal sources is required to attest to the precise number of additional days of compensation they anticipate taking. The signed attestation must be submitted to the EVCP by April 30 each year.
  - See [February 20, 2009 Campus Policy on Summer Ninths from Federal Source](https://www.erso.berkeley.edu/erso/content/nih-salary-calculator)

- **Per Agency policy and institutional guideline, NSF fund sources should not exceed 2 months/38 workdays.** Refer to the policy section, 2.g(i)(a), at this [link](https://www.nsf.gov/pubs/policydocs/pappg18_1/pappg_2.jsp)

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<th>Step</th>
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| 1    | Faculty/PI | • Determines appropriate summer research funding and the number of days to be charged to each project  
• Contacts RA to complete the Summer Salary Request Form |
| 2    | RA/Departmental Contact | • Downloads Summer Salary Request Form: [http://www.erso.berkeley.edu/tools/tools_002e.shtml](http://www.erso.berkeley.edu/tools/tools_002e.shtml)  
• Works with departmental funding authorizer (if applicable)  
• Completes form by typing in the correct, requested information  
• Obtains Faculty/PI signature on completed form (and attestation, if needed)  
• Submits completed form to HR Operations ([ersohrops@erso.berkeley.edu](mailto:ersohrops@erso.berkeley.edu) or 199M Cory Hall)  
• Notifies HR Operations if PI receives a merit effective July 1, 2019 |
| 3    | HR Operations | • Verifies and enters information in HCM  
• Confirms compliance for funds flagged with e-verify funding  
• Forwards request to ERSO Payroll Services for reconciling and payment review  
• Submits forms with attestation to EVCP |
| 4    | Payroll Services | • Reviews the job record and funding in UCPath  
• Processes off-cycle payments, as appropriate  
• Reconciles payment and general ledger to ensure payment is on the correct funding |

**Summer Salary Form Tips:**

- **Indicate “New” or “Revised” on form**  
  A revised form submission requires an explanation e.g.:
  - “June change in original fund source”  
  - “July increase (or decrease) in workdays from X to Y”  
  - “August add X workdays; new fund source”  
- **Indicate PI’s Academic Department, Name, Employee ID, All RA contact information and Date. Indicate if any funds are E-verify and sign off as confirmation there is sufficient funding for the request**  
- **Specify number of days worked by fund source type in the appropriate “Federal” or “Other” Column**
  - Time must be entered in full day increments.  
  - REMEMBER: Reporting is in actual days worked, not a percentage  
- **For NIH funded payments, enter the capped rate and amount of supplement in the section on the form and supply the chartstring in the supplement in the section towards the bottom of the form**
  - Don’t forget to use NIH calculator: [http://www.erso.berkeley.edu/erso/content.nih-salary-calculator](http://www.erso.berkeley.edu/erso/content.nih-salary-calculator)  
- **ERSO will payout summer salary for all ERSO managed COE, CED and I-School funds. However, to ensure compliance with work day restrictions, also indicate the name of other academic departments along with the additional days on the form**

Direct questions regarding summer salary appointments to HR Operations: ersohrops@erso.berkeley.edu  
Direct questions regarding the payment of summer salary to Payroll Services: ersopayroll@erso.berkeley.edu