AGENDA

• Summer Salary Definitions
• Summer Salary Appointment Types
• Summer Salary Process
What is Summer Salary?
What is Summer Salary?

• During the summer months, eligible academic-year faculty may earn up to a maximum of one-third of the nine-month annual salary rate as additional compensation
• Fiscal year appointees are also eligible to earn summer salary for one month by applying vacation leave
• Eligible titles are able to work and be paid during the summer months on research
How Does Summer Salary Work?

• The summer period is the day after the Spring semester ends and the day before the Fall semester begins
• A full month of summer salary is 19 days
• In some months, faculty are able to be paid more than 100% (i.e. 23 day month)
• 57 working days (Monday-Friday) is the maximum for the entire Summer
How Does Summer Salary Work?

• Paid at the 9/9 rate

• Time is reported by the amount of days worked (vs. a percentage)

• Can overlap with appointment types

• CBR is the limited category
How Does Summer Salary Work?

• An attestation must be provided to be paid more than 2.5 months on a federal funding source

• NIH caps apply during the summer months

• Research Recalled faculty aren’t eligible
Summer Salary Job Codes

- 001986 – Eng/Bus/Econ Assistant Researcher
- 003325 - Assistant Researcher

- 001984 – Eng/Bus/Econ Associate Researcher
- 003215 – Associate Researcher

- 001982 – Eng/Bus/Econ Full Researcher
- 003205 – Full Researcher
Summer Salary Process

- PI determines which projects he/she will perform research on during summer months and notifies RA
- Fund manager (RA and Department Administrator) work together to complete form
- PI signs the summer salary form and checks attestation box, if applicable
**NEW ** Summer Salary Process

• RA completes Summer Salary Submission form

• RA submits summer salary form to HR Operations via Google Drive

• HR Operations enters information in UCPath and sends form to Payroll team for review/audit
### 2020 ERSO Summer Salary Request Form

#### Coordinate Pay from Other Funding Sources via Appropriate Office’s Process

**PI Name:**

**PI EID:**

**PT Home Departmen:**

**PI paid on E-Verify funding; check box if:**

**Check if New Request:**

**Preparer Name:**

**Date Prepared:**

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#### Paydays, Subject to Payroll Deadlines: May 6/1/2020, June 7/1/2020, July 7/31/2020, August 9/1/2020

<table>
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<th>Dates</th>
<th>Days Worked</th>
<th>Funding Information For Budget Officer Completion</th>
<th>NIH Information</th>
<th>For Payroll Services Completion</th>
<th>For HR Ops Completion</th>
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<td>Check box nra0 if fund source is NIH. Provide the capped rate, supplement amount, and chartstring(s).</td>
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**Attestation:**

- Total cannot exceed 3 months/57 workdays for entire summer period.
- NSF total cannot exceed 2 months/38 workdays, per fiscal year (7/1-6/30), per sponsor policy and institutional guideline

**By checking this box, I attest that the information cited above regarding any paid effort on federal funds beyond the allowable 2.5 months is accurate and complete.**

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**Rate Effective for May and June 2020**

**Merit Increase Effective 7/1/2020**

**Range Adjustment Effective Date:**

**Other Rate Change Effective Date:**

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**Signature:**

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**Date:**
Wrap Up

• Only one summer salary form should be submitted for departmental and research funding
• RAs will be the owner of the summer salary form
• Chair summer salary is a separate process managed by departments
• Form and Process on ERSO web
Resources

- Summer Salary Policy: https://apo.berkeley.edu/sites/default/files/summer20.pdf
- ERSO Summer Salary Process and Form: http://www.erso.berkeley.edu/erso/content/human-resources-forms-procedures#AcademicAppointments
- CBR information: https://spo.berkeley.edu/policy/benefits/benefits.html