TEAM 2-ERSO SUMMER SALARY RESEARCH PROCESSING INSTRUCTIONS

The 2015 dates for summer salary are May 18th-August 18th, 2015. 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 for 2015 summer earnings**
  - 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, 2015.
  - See February 20, 2009 Campus Policy on Summer Ninths from Federal Source: [https://calmessages.berkeley.edu/archive/message/17888](https://calmessages.berkeley.edu/archive/message/17888)
- **Per Agency policy, NSF fund sources cannot exceed 2 months/38 workdays**

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| 1    | Faculty/PI | • Determines appropriate summer research funding and the number of days to be charged to each project  
|      |       | • Contacts RSO or departmental contact (if paid only on departmental funds) to complete the Summer Salary Request Form |
| 2    | RSO/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)  
|      |       | • 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, 2015 |
| 3    | HR Operations | • Verifies and enters information in HCM  
|      |       | • Confirms compliance for funds flagged with e-verify funding  
|      |       | • Forwards original request to Team 2-ERSO Payroll Services for payment processing  
|      |       | • Submits forms with attestation to EVCP |
| 4    | Payroll Services | • Generates payment in OPTRS  
|      |       | - Payments subject to deadlines and normally issued on the 1st of each month |

**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 X”
    - “August add X workdays; new fund source”

- **Indicate PI’s Academic Department, Name, Employee ID, All RSO 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//tools/tools_002e.shtml](http://www.erso.berkeley.edu//tools/tools_002e.shtml)

- **Team 2-ERSO will payout summer salary for all ERSO managed COE and CED funds. However, to ensure compliance with work day restrictions, also indicate the name of other academic departments along with the additional days**

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