

SUMMER SALARY REFRESHER

Summer 2020

AGENDA

- Summer Salary Definitions
- Summer Salary Appointment Types
- Summer Salary Process

What is Summer Salary?

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- 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 - CED/COE/DCSS/ERSO/I-SCHOOL/Region 1 ORU Funding only

Coordinate pay from other funding sources via appropriate office's process

PI Name: <input style="width: 90%;" type="text"/>	PI EID: <input style="width: 90%;" type="text"/>	PI Home Department: <input style="width: 90%;" type="text"/>	<input checked="" type="checkbox"/> PI is paid on E-Verify funding (check box if)
Check if New Request: <input type="checkbox"/>	Check if Revised Request: <input type="checkbox"/> <small>Reason REQUIRED. Reflect</small>	Preparer Name: <input style="width: 90%;" type="text"/>	Date Prepared: <input style="width: 90%;" type="text"/>

Paydays, subject to payroll deadlines: May - 6/1/20, June - 7/1/20, July - 7/31/20, August - 9/1/20

Dates	Days Worked			Funding Information For Budget Officer Completion								NIH Information <small>Check box on row if fund source is NIH. Provide the capped rate, supplement amount, and characterization(s).</small>			For Payroll Services Completion <small>Indicate Pay Method Description/Transaction #, Payment Date, and Reconciliation</small>		For HR Ops Enter Req. Monthly Total %		
	Federal I	Non-Federal I	Personal X	Fund	Dept ID	Proj #	Classifid 1	Classifid 2	PC Projct	PC Bus Unit	PC Act	if NIH	Monthly NIH Capped Rate	Amount of Supplement	Characterizing of Supplement	Desc:	Date Pd:	Recon:	Monthly Total %
May 18-31, 2020 <small>10 days Maximum 0.5263</small>												<input type="checkbox"/>				Desc:			0.00%
June 1-30, 2020 <small>22 days Maximum 1.0526</small>												<input type="checkbox"/>				Desc:			0.00%
July 1-31, 2020 <small>23 days Maximum 1.2105</small>												<input type="checkbox"/>				Desc:			0.00%
August 1-18, 2020 <small>12 days Maximum 0.7368</small>												<input type="checkbox"/>				Desc:			0.00%

SUBTOTAL:	0.00	0.00	<i>NSF</i>	<ul style="list-style-type: none"> 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 															
TOTAL:	0.00																		

Attestation is required for PI's paid on federal funding for more than 2.5 months/48 work days, per campus policy.

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.

I understand that I am responsible for assuring that my activities during the periods for which I claim summer salary, are related to extramural projects for which I am being paid, and do not overlap with non-University obligations (e.g.
 PI Signature: _____ Date: _____

Paydays Subject to payroll deadline	Rate Effective for May and June 2020	Merit Increase, Effective 7/1/20	Range Adjustment, Effective Date:	Other Rate Change, Effective Date:
May 6/1/2020	Annual Academic Rate: _____ HR Reviewer/UCPath Entry Date: _____	Annual Academic Rate: _____ HR Reviewer/UCPath Entry Date: _____	Annual Academic Rate: _____ HR Reviewer/UCPath Entry Date: _____	Annual Academic Rate: _____ HR Reviewer/UCPath Entry Date: _____
June 7/1/2020	Title Code: _____	Title Code: _____	Title Code: _____	Title Code: _____
July 7/31/2020	Monthly Summer Rate: _____	Monthly Summer Rate: _____	Monthly Summer Rate: _____	Monthly Summer Rate: _____
August 9/1/2020				

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>