

Academic Personnel Records
Provost Office

Summer 2018 Appointments

Payroll Deadlines: **May 1 – Provost Deadline for May payroll**
 May 7 – Payroll Deadline for May payroll
 May 30 – Provost Deadline for June payroll
 June 4 – Payroll Deadline for June payroll
 July 11 – Provost Deadline for July payroll
 July 16 – Payroll Deadline for July payroll
 August 6 – Provost Deadline for August payroll
 August 10 – Payroll Deadline for August payroll

Regents Deadlines: **May 30** for June 18-19 meeting

Summer Money Calculation:

9-month faculty salaries may be no more than one-ninth of the contract salary annual rate in a given month. The following is an example of how to calculate the amount of summer money a faculty can receive in May, June, July or August.

Calculating Salary for May or August

Annual Rate of Pay divided by 9, divided by 2
(\$55,000 / 9 = 6,111.11 / 2 = 3,055.55 for May or August)

Calculating Salary for June or July

Annual Rate of Pay divided by 9
(\$55,000 / 9 = 6,111.11 for June or July)

Please use the **budgeted rate** for calculating summer money and not the annual rate of pay; the annual rate amount could reflect a blended rate depending on salary changes during the year. Both the budgeted rate and annual rate are located in PeopleSoft on the Job Data page under the 'Compensation' tab. Colleges are given the discretion of allowing July and half of August to be paid to faculty receiving ranked promotion increases at their new rate. These increases will not be updated on the budgeted rate until August 16th.

Summer appointments:

9-month faculty summer teaching: Additional pay with earning codes of SUM – use **601105** account code

12-month faculty: Remain in their normal account code during the summer for teaching, research or administrative duties

GAs: GRAs are transferred to GTA position, if they are teaching. GTA position numbers should remain in 602505 account code.

Additionally, 631105 can be used for the grant account summer code if the departments want/need to track summer research pay.

Note: to avoid delays, please avoid holding items until deadlines by submitting to Payroll as quickly as possible.