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**MEMORANDUM**

TO: Deans, Directors and Department Heads

FROM:   
Matt Ronning, Assistant Vice Chancellor, SPARCS

DATE: May 1, 2001

RE: Summer Pay Procedure for 9-Month Employees

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Attached please find the above referenced procedure. This procedure was developed in consultation with the Faculty Senate, the Research Operations Council, the Division of Financial Management Information Systems, the Office of the Provost and the Office of Research and Graduate Studies. The procedure sets forth the administrative mechanism to follow to ensure timely "supplemental" compensation for 9-month employees during the summer period.

Please note, in order for affected employees to be paid in the month that they work, you will need to make sure that you meet the payroll cut off dates. The cut off date for May is **May 14, 2001**.

If you have any questions or concerns regarding this matter, please contact Earl Pulliam by e-mail at [earl\\_pulliam@ncsu.edu](mailto:earl_pulliam@ncsu.edu) or phone at 919/515-3742 or me by e-mail at [matt\\_ronning@ncsu.edu](mailto:matt_ronning@ncsu.edu) or phone at 919/513-2148.

Cc: Charles Moreland  
George Worsley  
Steve Keto

NORTH CAROLINA STATE UNIVERSITY  
9-MONTH EMPLOYEE SUMMER RESEARCH SUPPLEMENTAL PAY PROCEDURE

APPLICABILITY

This procedure is applicable to supplemental payments made to 9-month employees for work performed on sponsored projects during the summer. This includes work paid for directly by the sponsor and work paid for by other funding sources and used as cost sharing on the sponsored project.

PAYMENT REQUEST

A request for supplemental salary should be made in writing. Payment must be based on the percent effort worked during the summer reporting periods as described in the Payment Calculation Section below. The payment request should be signed and dated by the employee and department head or department head designee.

This policy is not intended to alter or replace information in the faculty handbook concerning overload compensation and summer earnings for nine-month appointees. Please see chapter 7 of the faculty handbook for further information on these two subjects. This information can be found on the web at <http://www.ncsu.edu/provost/fh/salary.htm>.

PAYMENT CALCULATION

Per Federal Circular A-21 the base salary period used in computing charges for work performed during the summer months will be the number of months covered by the faculty member's official academic year appointment. Therefore, the research supplemental pay for full time 9-month employees working in the summer shall be allowed at a rate not in excess of the base salary divided by 9.

Reporting period pro-ration will be based on the % of effort expended. The reporting periods are defined below.

For example, Dr. Smith's regular 9-month academic salary is \$90,000. He worked 40% on project 500000 during the summer reporting period May 16<sup>th</sup> –31<sup>st</sup>.

The monthly rate would be calculated as follows:

$$\$90,000/9 = \$10,000.$$

The payment would be calculated as follows:

The reporting period May 16<sup>th</sup> – 31<sup>st</sup> represents 50% of a month.  
 $\$10,000 \times .50 = \$5,000$

Effort expended during the reporting period was 40%  
 $\$5,000 \times .40 = \$2,000$

The reporting periods and percents that should be used in pro-ration calculations are as follows:

May 16<sup>th</sup> – May 31<sup>st</sup> – 50%  
June 1<sup>st</sup> – June 30 – 100%  
July 1<sup>st</sup> – July 31<sup>st</sup> – 100%  
August 1 – August 15 – 50%

## DOCUMENTATION

The supplemental pay request form must be signed by the employee and the department head (or department head designee) and dated. This documentation should be retained in the department or college and be available for examination in an audit. The documentation should be kept according to the retention schedule of the sponsored award that paid the salary. The college/department has discretion in the form used but at a minimum must contain the following information:

Employee Name  
Appointment Type (Number of Months)  
Sponsor Name  
Account Number  
Reporting Period Begin and End Date  
% Effort Expended During the Reporting Period  
Employee Signature (original/no stamp or designee) and Date  
Department Head or Designee Signature and Date

An administrative section on the form should contain the calculated dollar amount to be paid.