Summer Salary Administrator Training Highlights

- Faculty must complete the on-line training prior to receiving payment for summer research pay charged to sponsored research agreements (SL-5).
  - To access the Summer Salary Tutorial containing the certification questions:
  - Go to http://research.ncsu.edu/sparcs/training/.
  - Click on the Access the eTutorial System link.
  - Sign on with Unity ID and password.
  - Click the Summer Salary button under "Post-Award" to begin.
  - Note: Successful completion of the certification tutorial will post to a report at http://www.ncsu.edu/sparcs/tutorial/namelist-summer.php.

- Payment will be held up if the training has not been completed. **Manual checks will not be issued to faculty who do not complete the training by the posted monthly payroll lockout deadlines.** If the deadline is missed, the payment will be in the next **REGULAR** payroll.

- Those that are responsible for entering the pay request into the HR System should check the list to be sure the training has been completed **prior** to entering the request into the HR System. Someone in HR will also check the list prior to processing the payment. In the event they find that an employee has not completed the training they will contact the person that entered the request for payment to let them know that the payment is being held. It will be the college/department’s responsibility to notify the employee that the payment is being held until training has been completed. HR will not directly contact the employee.

- It is the college’s responsibility to make sure the training has been completed and to notify faculty that have not completed the training that the payment for their summer research pay is being held pending completion of training. The list can be found here: http://www.ncsu.edu/sparcs/tutorial/namelist-summer.php.

- During the summer, a 9-month faculty member may be paid no more than a total of 33.33 % (adjusted to 1.0 FTE equivalent for faculty with less than full-time AY appointments) of their nine-month base salary from all sources of funds. Exceptions beyond the 33.33% summer-earnings maximum must be approved in advance by the Dean/Vice Chancellor (not his/her designee).

- Exceptions beyond the 33.33% cannot be granted for a 9-month faculty member who receives summer salary from sponsored projects. A 9-month faculty member’s allowable summer salary from sponsored projects is calculated on the summer earnings maximum, which is 33.33 % (based on 1.0 FTE equivalent) of a faculty member’s nine-month base salary from all sources of funds.
Faculty are limited to 90% of the summer earnings maximum (90% of 33.33% = 30% of AY base pay) from sponsored project sources. This limit reserves time during the summer term for such activities as teaching, service or administrative duties, development of grant proposals, or time off for personal activities. Exceptions beyond 90% of total summer effort on sponsored projects must be approved by the Dean/Vice Chancellor (not his/her designee) and must be in accordance with the terms and conditions of the project sponsor. The rationale for the exception must be documented and the Dean or Vice Chancellor (not his/her designee) must initial the exception on the Additional Compensation Approval Form generated by the EPA Supplemental Pay Request module. This documentation and approval must be performed prior to the effort being expended and must be monitored by the Department, College or Division that processes the payment.

- PI cannot be paid 100% from one project and have travel that is related to a totally different project. If the PI is not being paid 100% then it is feasible that they may be able to have travel related to a different project.
- Complete information regarding Summer Salary is available at: http://cng.ncsu.edu/summer-salary/

**Distributions Changes and Redistributions Impact Effort Reporting**

- Salary charged directly to a sponsored research project automatically causes a TEARS Effort Report to be generated.
- It is important that salary distribution changes be processed in a timely manner, preferably within 90 days.
- The academic year effort reporting period is 7/1 to 6/30. Effort reports are created after the July payroll posts. Redistributions processed for prior fiscal year payrolls after this time directly impact the effort report.
- Cost sharing on sponsored research projects is generally funded from SL-2, 3, or 4 projects. Distribution changes and redistributions can directly impact cost sharing commitments on sponsored research projects.
- It is important that those processing payroll actions communicate directly with those within your unit to let them know when actions are being processed that may impact effort reporting. Failure to meet cost sharing commitments on sponsored projects can result in sponsors withholding payments and audit findings.