REQUEST FOR SUPPLEMENTAL / SUMMER SALARY 2016

**JUSTIFICATION:**

1. Source of Funding (name of funding agency, grant fund number, etc.)
2. Periods for which pay is requested: (If more than one month is requested, please indicate each period.) Example: May 16 – May 31, 2016; June 1 – June 30, 2016; July 1 – July 31, 2016; August 1 – August 14, 2016.

 1. From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ -- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2. From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ -- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 3. From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ -- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 4. From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ -- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Percent of effort to be spent during the period requested by fund # (i.e., 10%, 50%, 100%).

 Period 1 \_\_\_\_\_\_\_\_\_\_

 Period 2 \_\_\_\_\_\_\_\_\_\_

 Period 3 \_\_\_\_\_\_\_\_\_\_

 Period 4 \_\_\_\_\_\_\_\_\_\_

4. Brief description of work to be performed -- lab work, field work (location), etc. during the period for which summer pay / supplemental pay is requested.

1. Will you receive summer salary from more than one external funding source this year?

Yes [ ]  No [ ]

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Faculty Member Name (please print) Banner ID

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Member Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Investigator Signature (if different than faculty) Date

**SUMMER RESEARCH EPAF HINTS FOR GRANT FUNDED ASSIGNMENTS**

**College of Arts and Sciences**

**March 1, 2016**

**Approval Category:** If the faculty member has never received pay from the position number, use the Add a Secondary/Overload Job 7ADJBM category. If the faculty member is being rehired into the same position number, use the Rehire Adjunct Faculty into the Same Position 7RHADJ category. In both instances, the contract type is Overload.\*

**Position Number:** You must use a PT Adjunct Faculty position number. You cannot put the Summer pay on the faculty member’s FT salary position number. If you do not have a PT Adjunct Faculty position number in your department, you will need to request one. Since it is a pooled position, only one is needed. **If the faculty member is also receiving pay for teaching, each assignment (teaching and research) must have a unique position number.**

**FTE and Hours**: The FTE and Hours should reflect the percent of effort being paid. For example, if the person is working and is being paid for 65% effort, the FTE should be .65 and the hours would be 112.67 (1.0 FTE = 173.33 hours).

**Expense Distribution:** When entering the expense distribution, use account code -613500 for Summer Research Pay. **If the person is to receive 100% pay (annual salary / 9) and will be at 100% effort,** you will need to charge 99% to the grant and 1% to the PI’s Indirect Cost Recovery Fund. If the payment is 100% from the grant but is not 100% pay or effort, the split is not necessary.

**Comments:** Be sure to use the Comments section to enter the pay information such as % of effort. Also use this area to outline pay distribution if the person requires multiple EPAFs to pay the Summer Research pay. For example: “EPAF 1 of 2 to pay $2,000 for the month of May reflecting 75% effort for two weeks; $2,000 of total pay of $5,000 for Summer” or “EPAF 2 of 3 to pay $4,000 for the month of June reflecting 50% effort for the month; $4,000 of total pay of $5,000 for Summer”. To make it easy, you can also copy the Comments from the EMOA where the payment is outlined.

If the EMOA was initiated for the new fiscal year before the new salary was confirmed, you can add a comment on the EMOA that the salary on the EPAF will be adjusted to reflect the new pay rate. You can enter the revised salary on the EPAF, and the comment will explain why the amount is different from the EMOA. ***A new EMOA will not be needed.***

**\*** This information was provided by Amelia Arnold and Kristy Runge in HRIS on 2/26/14.

**SUMMER RESEARCH EMOA HINTS FOR GRANT FUNDED ASSIGNMENTS**

**College of Arts and Sciences**

**March 1, 2016**

**Time Period Available for Summer Research: 5/16/16 – 8/14/16**

**Overload:** No

**Grant Funded:** Yes

**Select Part of Term:** Select the term option as close as possible to the period of work, then correct the start and end dates that will auto-populate.

**Duties:** Please provide an explanation more than “Research”.

**Calculating Summer Pay:** Summer research pay is calculated on the faculty annual base pay and should not include any administrative stipend in the calculation. The formula would be: annual base salary / 9. You can then use this amount to calculate pay base on percent of effort. You can also use this amount to calculate pay for part of a month (e.g., contract period May 16 – May 31 = ½ month; August 1 – August 14 = ½ month). **IMPORTANT:** **Please include the formula for calculating the Summer pay in the Comments section.**

**Effort and Pay:** If a faculty member is receiving 100% salary and working 100% effort during the Summer, 1% will need to be charged to the PI’s Indirect Cost Recovery Fund. If the salary and effort is less than 100%, you can charge 100% of the pay to the grant.

**Split Summer Research Pay:** If the salary is to be split between more than one fund (i.e., two different grants, a grant and a PRF, a grant and the College’s Indirect Cost Recovery), be sure to include the amounts charged to each fund in the Comments section on the EMOA. The fund numbers should be listed in the funding section of the EMOA as well as on the EPAF.

**Estimating Pay for New Fiscal Year:** An EMOA reflecting total pay based on anticipated salary increase for the new fiscal year will not be approved by Sponsored Programs. Per Christine Rogers in the Office of the Provost, **if new FY salaries have not been confirmed by the first of June,** you can initiate the EMOA for July and/or August based on the current salary. Add a comment: Salary increase anticipated July 1, and amount on EPAF will reflect Summer pay at the new salary rate. ***A new EMOA will not be needed.***

**Multiple Pay Rates for Multiple Months:** This can be included on one EMOA. Outline the multiple pay rates/effort/fund numbers in the Comments section. Also indicate that multiple EPAFs will be issued for the pay, including the pay rate and effort for each month.

**Additional Comments:** If the faculty member will be teaching in addition to receiving research pay from a grant, please add this information in the Comments section. Indicate the period of time the teaching will take place.