COLLEGE OF ARTS AND SCIENCES

REQUEST FOR SUPPLEMENTAL / SUMMER SALARY 2017

**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 21 – May 31, 2017; June 1 – June 30, 2017; July 1 – July 31, 2017; August 1 – August 20, 2017.

 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 eMOA HINTS FOR GRANT FUNDED ASSIGNMENTS**

**College of Arts and Sciences**

**March 1, 2017**

These instructions have been updated to reflect the implementation of the eMOA-to-EPAF process. The creation of the eMOA will now eliminate the need to also create an EPAF. As a result, some additional information is now entered on the eMOA that will feed into the EPAF.

**NOTE:** An eMOA will need to be created for each period during the Summer if the effort changes. For example, if the effort will be 75% May 21 – 31, 2017 and 80% June 1 – 30, 2017 you will need two eMOA’s. If there is a pay change due to an increase in salary July 1, you can simply make the adjustment via a Pay Change EPAF. Please include the eMOA Tracking Number.

eMOA’s should be submitted at least one week prior to the first day of the month in which pay begins. For example, if the assignment begins May 21, the eMOA should be submitted no later than April 24.

**Time Period Available for Summer Research Pay 2017: 5/21/17 – 8/20/17**

**The following hints pertain to some of the fields on the eMOA.**

**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. There is an aid on the Faculty Affairs Google site with the specific dates for each part of term (Google Sites – Faculty Affairs for Business Managers – EMOA – Summer 2017 Part of Term). Please note that, for each individual, a unique Part of Term must be selected for each eMOA. You may not use the same Part of Term on more than one eMOA for the same person.

**Select Primary Activity:** Research

**Overload:** No

**Total Salary:** This reflects the total salary for the specific period of appointment on this eMOA.

**Full-time equivalent:** This reflects the FTE on which the salary is based, for example 50% effort = .50 FTE.

**Position Number:** When you enter the position number, the additional information will automatically populate. **The position number should not be the faculty member’s regular FT faculty position number.** Pay careful attention to the fund code and account code since adjunct faculty is a pooled position and typically defaults to the department fund number and would need to be updated to the grant fund number. Summer research pay is to be paid from Account Code -613500.

**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 21 – May 31 = 1/3 month; August 1 – August 20 = 2/3 month). **IMPORTANT:** **Please include the formula for calculating the Summer pay in the Additional Comments section.**

**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 Faculty Affairs, **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 a Pay Change EPAF will need to be initiated to reflect the Summer pay at the new salary rate. ***A new eMOA will not be needed.***

**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 section for the pay distribution. You will notice that it mirrors the labor distribution information on the EPAF.

**Multiple Pay Rates for Multiple Months:** In the past, you could submit one eMOA and then submit multiple EPAFs for the various pay rates and effort. This can no longer be done. A separate eMOA will be needed for the various rates and efforts. You may submit one eMOA for both May and June, and/or one eMOA for July and August, as long as the effort and pay rate for the two months is the same. Salary will then be paid each month in an equal installment.

**Duties:** Please provide a description for the duties. For example, “Research funded by the NSF grant titled Bee Diversity in Urban Gardens”

**Additional Comments (as necessary):**

* Include formula used in calculating pay.
* Indicate that a Budget Revision has been submitted to eRS.
* 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.

**Approval Queue:** Be sure to list the PI’s name in the approval queue. For Summer Research eMOA’s, the Business Manager would be ZIMMERCM and the Dean would be LAVOIEDJ. The Sponsored Programs approval would be SHARMIRAY.

**Pay Change EPAF:** If you need to change the pay rate for the Summer pay in the new fiscal year due to a salary increment for the faculty member AND the grant has the funding available to cover the increase, you will need to initiate a Pay Change EPAF. Be sure to include a comment on the EPAF explaining the reason for the pay change. The EPAF should be routed to ZIMMERCM (Level 10), ROGERSCL (Level 20), SBARFIEL (Level 30).