Summer / Additional Compensation

Submit a Case > Academic > Funding Changes / Payments > Summer / Additional Compensation

Required Information:

- Employee name, email address

ACADEMIC YEAR

- Academic Year
- Which months are being paid? Select June, July, August, and/or September
  - System Comment: Full month will be used unless specified in the "Anything else you'd like us to know" section.
    - We will follow these Summer Service Dates, unless specified
    - June 16 — June 30
    - July 1 — July 31
    - August 1 — August 31
    - Sept 1 — Sept 15

- Effort Reporting: Yes
  - Percentage to Pay (Note: for June and September, 100% will pay out half the 1/9th monthly rate due to effective dates. If 50% is entered, the employee will receive 25% of their 1/9th monthly rate. Please prorate accordingly. Mention the full dollar amount in Anything Else You Want Us to Know to avoid confusion.)
  - Reports To
    - NIH Account: Yes
      - Paying over the Cap: Yes
        - Over the Cap Account (The account that will pay the OTC payroll expenses.)
        - Default Account (A back-up department account just in case the summer compensation is not fully distributed to the funding account.)
      - Enter FUNDING ACCOUNT INFORMATION including % of Effort
        - FAU for the Summer Comp. Split funding as needed.
NIH Account: No
- Enter FUNDING ACCOUNT INFORMATION including % of Effort
  - FAU for the Summer Comp. Split funding as needed.

ACADEMIC YEAR
- Effort Reporting: NO
  - Indicate compensation type: Research or Administrative
  - Enter FUNDING ACCOUNT INFORMATION including Flat Dollar Amount to be paid.
    - FAU for the Summer Comp. Split funding as needed.

FISCAL YEAR
- Effort Reporting: Yes
  - Effective Date
  - End Date
  - FTE (note: for June and September, 100% will pay out half the month due to effective dates, please prorate accordingly.)
  - Reports To
- Rate: 1/11 or 1/12
- Attach paper timesheet for vacation usage

- **NIH Account:** Yes
  - Paying over the Cap: Yes
    - **Over the Cap Account** (The account that will pay the OTC payroll expenses.)
    - **Default Account** (A back-up department account just in case the summer compensation is not fully distributed to the funding account.)
  - Enter **FUNDING ACCOUNT INFORMATION** including % of Effort
    - FAU for the Summer Comp. Split funding as needed.

- **NIH Account:** No
  - Enter **FUNDING ACCOUNT INFORMATION** including % of Effort
    - FAU for the Summer Comp. Split funding as needed.

**FISCAL YEAR**

- **Effort Reporting:** NO
  - Indicate compensation type: Research or Administrative
  - Enter **FUNDING ACCOUNT INFORMATION** including **Flat Dollar Amount to be paid.**
    - FAU for the Summer Comp. Split funding as needed.