Did you know... No. 16

Summer Salary

1. What is summer salary and who is eligible?
   ◊ Only Nine-month faculty are eligible for summer salary and are limited to one third of their nine-month base salary (excluding administrative supplements) for Summer School or other Summer salary.
   ◊ Summer salary is payment for work completed during summer months (begins the day after Spring Commencement and ends the day before Fall semester classes begin).

2. How does the faculty member receive summer salary?
   ◊ Process a lump sum payment for the faculty member in Connect Carolina in the HR WorkCenter
   ◊ Choose summer salary reason code
   ◊ Effective date must be the first of the month the payment is to take place in, which is also the month the work will be completed in:
     Ex. Work Period Start Date: 6/14/2016, Work Period End Date: 7/5/2016, Effect Date: 7/1/2016
   ◊ Add comments: # of days worked, daily rate, explanation of work
   ◊ Use the net salary calculator when using non-state funds
   ◊ Submit the ePar by the 10th of the month to ensure timely approval

3. How do I calculate summer salary?
   ◊ Fill in the yellow fields on the summer salary calculator (link provided below).

   ![Summer Salary Calculator](image)

   The Daily Rate and total amount allowed for each month will populate in “Amount Paid Column.”

   Important Note: Amount cannot exceed “Maximum Amount That Can be Earned.”
