

Summer Salary Procedures & Tool

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University of Colorado
Colorado Springs



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Summer Salary Procedures

- The procedures can be found on the SPA website
- The purpose of the procedures
 - Standardized calculations
 - Roles & responsibilities
 - Reasonable assurance that calculations are compliant





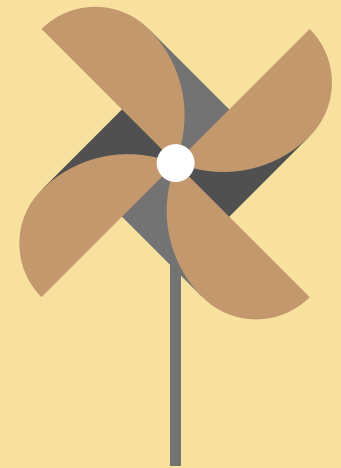
What is Summer Salary?

- Additional compensation paid during the summer months beyond a faculty member's regular academic year salary
- Funded by various sources, including external grants, contracts, or internal university funds
- Faculty members may receive summer salary for working on research projects, teaching summer courses, or engaging in other activities during the summer months
- The FY25-26 summer salary dates are 5-18-2025 through 8-17-2025



How is Summer Salary Calculated?

- Based on a percentage of the faculty member's annual institutional base salary (IBS)
- An employee's IBS includes all regular and continuing sources of compensation
 - ***Contract pay***
 - ***Administrative appointments***
 - Chair and Faculty Director (most common)





Institutional Base Salary (IBS)

- Due to federal regulations and institutional policies, funding during the summer months (mid-May through mid-August) cannot exceed 3/9ths of the employee's IBS from all combined funding sources
- The IBS used for summer salary calculations should always match the contract amounts visible in HCM on the day that the calculation occurs
- IBS should never be prorated for the purposes of summer salary or arbitrarily increased/decreased

Where is the IBS found in HCM?

- Pay Actions → Job Data
- For those above \$85,000 that did not receive a merit increase: employee record 0, sequence 0
 - ***Reason will say “contract”***
- For those that did receive a merit increase: employee record 0, sequence 1
 - ***Reason will say “contract pay adjustment”***

IBS Without a Merit Increase

Work Location

Job Information

Payroll

Salary Plan

Compensation

Employee

Empl ID

Empl Record 0

Compensation Details

Find

First

1 of 1

Last

Go To Row

Effective Date

08/19/2024

Effective

Sequence 0

HR Status

Active

Payroll Status

Active

Action

Data Change

Reason

Contract

Job Indicator

Primary Job

Current

Compensation Rate

192,321.730000

Frequency

C

Contract

Comparative Information

Pay Rates

Default Pay Components

(No Proration Selected)

Contract Change Prorate Option

Pay Components

Personalize

Find

First

1 of 1

Last

Amounts

Controls

Changes

Conversion

| Rate Code | Seq | Comp Rate | Currency | Frequency | Percent |
|-----------|-----|----------------|----------|-----------|---------|
| 1 BASEC | 0 | 192,321.730000 | USD | C | |

IBS With a Merit Increase

[Work Location](#) | [Job Information](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#)

Employee

Empl ID

Empl Record 0

Compensation Details ?

Find First 1 of 2 Last

Go To Row

Effective Date 01/13/2025

Effective Sequence 1

HR Status Active

Payroll Status Active

Action Pay Rate Change

Reason Contract Pay Adjustment

Job Indicator Primary Job

Current

Compensation Rate 66,683.960000

Frequency C Contract

Comparative Information ?

Pay Rates ?

Default Pay Components

(No Proration Selected)

Contract Change Prorate Option

Pay Components ?

Personalize | Find |

First 1 of 1 Last

Amounts

Controls

Changes

Conversion

| Rate Code | Seq | Comp Rate | Currency | Frequency | Percent |
|-----------|-----|---------------|----------|-----------|---------|
| 1 BASEC | 0 | 66,683.960000 | USD | C | |

Administrative Appointment

Job Information Details ?

FindFirst1 of 1Last

Go To Row

| | | | |
|--------------------|------------|---------------|----------------------------|
| Effective Date | 10/01/2019 | Action | Pay Rate Change |
| Effective Sequence | 0 | Reason | Base Pay - Increase in Pay |
| HR Status | Active | Job Indicator | Secondary Job |
| Payroll Status | Active | | |

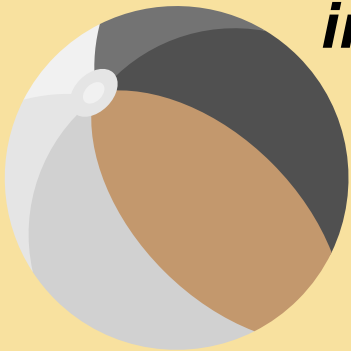
Current

| | | |
|-------------------|--------------------------------|--|
| Job Code | 1435 | Chair |
| Entry Date | 07/01/2019 | |
| Supervisor Level | | |
| Reports To | 00480101 | Interim Dean - LAS 120698 Robert Welshon |
| Regular/Temporary | Regular | Full/Part Part-Time |
| Empl Class | 1 Unv Fac/Staff - All Benefits | Officer Code None |
| Regular Shift | Not Applicable | Shift Rate |
| Classified Ind | Other Faculty | Shift Factor |

Standard Hours ?

Earnings Date(s) Must Match Effort

- What does this mean?
 - ***Work performed in June must be paid in June***
- What if payroll is entered late or after the fact?
 - ***Use the correct earnings date(s)***
 - ***These dates effect the effort report***
 - ***If they are incorrect, the effort report will be incorrect***



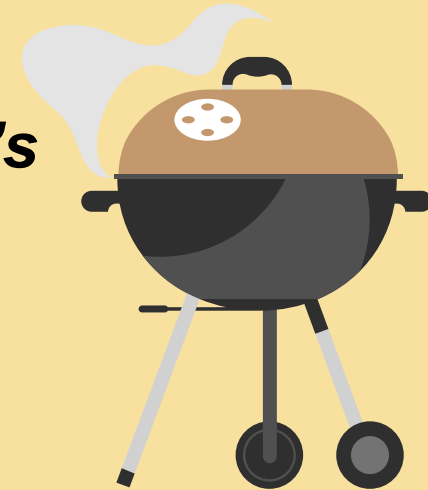


Actual vs. Budgeted Summer Salary Amounts

- As salary and benefit rates increase, amounts may not match what is in the awarded budget
- Projects should be reconciled **prior to** requesting summer salary
- Financials should be reviewed with the PI **before** the summer pay calculations are performed and before forms are routed to verify funds are available and budget variances are not significant

Actual vs. Budgeted Summer Salary Amounts

- What if there is insufficient budget to cover the committed effort?
 - Effort can be reduced
 - *If the objectives of the grant are met*
 - *Reduced effort is not significant*
 - *Reduced effort is within the sponsor's specified parameters*



Actual vs. Budgeted Summer Salary Amounts

- If you reduce your effort on a federal grant by 25% of your committed effort, you must have sponsor prior approval
- The percentage varies on non-federal awards
- What if I have insufficient budget remaining on an award beyond the sponsor's parameters?
 - Charge the effort to a university ST
 - ***F&A STs or fund 26 STs***
 - ***Make a note of this on the summer salary tool***

Roles & Responsibilities

PI Responsibilities

- Effort benefits the objectives of their award
- Portion of time requested is within budget
- Committed effort aligns with actual effort

Department Responsibilities

- Salary requested is within budget
- Complete the summer salary tool
- Route the form for signatures
- Work with HR or HRL to ensure the payroll distribution is updated

What is Reviewed by the Director of SPA?

- IBS is correct
- Effort committed is accurate
- Pay does not exceed 3/9ths of IBS





Why this tool and where is it located?

- To provide a consistent method of calculation
- To take the guesswork out of calculating summer salary
- HR Document Library
 - Additional Pay Request for Summer Sponsored Research – Summer Salary Tool
- SPA website
 - Sponsored Projects Links and Publications
 - Summer Salary Tool FY25-FY26

Summer Salary Tool

- Only the blue cells are fillable
- The other summer pay cells will autofill when/if an administrative appointment is entered
- Calculate by time, amount, or effort

| Other Summer Pay | | | |
|------------------|----------------|------------|----------|
| | | | |
| Month | Funding Type | Pay Amount | Effort % |
| May | Administrative | \$ - | 0.00% |
| June | Administrative | \$ - | 0.00% |
| July | Administrative | \$ - | 0.00% |
| August | Administrative | \$ - | 0.00% |

| Summer Sponsored Research Pay | | | | | |
|-------------------------------|-----------------------------|--------------|----------|---------------------------------|---------------|
| | Employee Name | Dr. Jones | | Notes | |
| | Employee ID | 555555 | | | |
| | Position ID | 00555555 | | | |
| | Department/College | LAS | | | |
| | Contract Salary | 150,000.00 | | | |
| | Monthly Cont Amt | 16,666.67 | | | |
| | Admin Appt Amt | 5,000.00 | | | |
| | Admin Appt Type | 12.00 | | | |
| | Monthly Admin Amt | 416.67 | | | |
| | Monthly Salary Limit | 17,083.33 | | | |
| | Summer Maximum | 51,250.00 | | | |
| | | | | | |
| Month | Time Worked | Pay Amount | Effort % | SpeedType | Project Title |
| May | 0.15 | \$ 2,562.50 | 5.00% | 43000000 | NSF Grant |
| June | 0.97 | \$ 16,570.83 | 32.33% | 43000000 | NSF Grant |
| July | 0.63 | \$ 10,762.50 | 21.00% | 43000000 | NSF Grant |
| August | 0.30 | \$ 5,125.00 | 10.00% | 43000000 | NSF Grant |
| | | \$ 35,020.83 | 68.33% | Summer Sponsored Research Total | |
| | | | | | |
| Other Summer Pay | | | | | |
| | | | | | |
| Month | Funding Type | Pay Amount | Effort % | Notes | |
| May | Administrative | \$ 208.33 | 0.41% | Chair Position | |
| June | Administrative | \$ 416.67 | 0.81% | Chair Position | |
| July | Administrative | \$ 416.67 | 0.81% | Chair Position | |
| August | Administrative | \$ 208.33 | 0.41% | Chair Position | |
| May | External Grant | \$ 5,125.00 | 10.00% | 43100000 State Grant | |
| July | External Grant | \$ 5,125.00 | 10.00% | 43100000 State Grant | |
| August | External Grant | \$ 2,562.50 | 5.00% | 43100000 State Grant | |
| | | \$ - | 0.00% | | |
| | | \$ - | 0.00% | | |
| | | \$ - | 0.00% | | |
| | | \$ - | 0.00% | | |
| | | \$ - | 0.00% | | |
| | | \$ 14,062.50 | 27.44% | Other Summer Pay Total | |
| | | | | | |
| Limit Checks | | | | | |
| | | | | | |
| | Summer Totals | \$ 49,083.33 | 95.77% | | |
| | May | \$ 7,895.83 | 15.41% | | |
| | June | \$ 16,987.50 | 33.15% | | |
| | July | \$ 16,304.17 | 31.81% | | |
| | August | \$ 7,895.83 | 15.41% | | |

Built-in Limit Checks

| Limit Checks | | | |
|----------------------|-----------|------------------|---------------|
| Summer Totals | \$ | 49,083.33 | 95.77% |
| May | \$ | 7,895.83 | 15.41% |
| June | \$ | 16,987.50 | 33.15% |
| July | \$ | 16,304.17 | 31.81% |
| August | \$ | 7,895.83 | 15.41% |

| Month | Time Worked | Pay Amount | Effort % | SpeedType | Project Title | |
|--------|-------------|--------------|----------|---------------------------------|---------------|------------------------|
| May | 0.25 | \$ 4,270.83 | 8.33% | 43000000 | NSF Grant | *Maximum is 0.5 months |
| June | 0.97 | \$ 16,570.83 | 32.33% | 43000000 | NSF Grant | *Maximum is 1.0 month |
| July | 0.63 | \$ 10,762.50 | 21.00% | 43000000 | NSF Grant | *Maximum is 1.0 month |
| August | 0.30 | \$ 5,125.00 | 10.00% | 43000000 | NSF Grant | *Maximum is 0.5 months |
| | | \$ 36,729.17 | 71.67% | Summer Sponsored Research Total | | |

| Limit Checks | | | |
|----------------------|-----------|------------------|---------------|
| Summer Totals | \$ | 50,791.67 | 99.11% |
| May | \$ | 9,604.17 | 18.74% |
| June | \$ | 16,987.50 | 33.15% |
| July | \$ | 16,304.17 | 31.81% |
| August | \$ | 7,895.83 | 15.41% |

Routing the Form for Signatures

Press the control and p buttons at the same time to create the Additional Pay Request for Summer Sponsored Research PDF to route for signatures.

This action autofills the Additional Pay Request for Summer Sponsored Research form with the data from the Summer Sponsored Research Pay portion of the tool.

UCCS University of Colorado
Colorado Springs

Additional Pay Request for Summer Sponsored Research

Dr. Jones _____
Name of faculty member Signature of faculty member

Date Signature of PI

I hereby request additional pay for effort on the following sponsored research project(s) during the summer:

| Name of Project | Amount | Month | Speed type | % effort Summer | % effort Month |
|-----------------|--------------|--------|------------|-----------------|----------------|
| NSF Grant | \$ 2,562.50 | May | 43000000 | 5.00% | 15.00% |
| NSF Grant | \$ 16,570.83 | June | 43000000 | 32.33% | 97.00% |
| NSF Grant | \$ 10,762.50 | July | 43000000 | 21.00% | 63.00% |
| NSF Grant | \$ 5,125.00 | August | 43000000 | 10.00% | 30.00% |

The maximum additional pay for summer is 3/9 of the prior academic year salary.

Additional Pay for Summer Sponsored Research is subject to Regent Policies 2K, 5D, and 11B and UCCS Policy 300-016. This additional compensation is not part of your base pay and is temporary in nature.

Approval:

Signature of Director Sponsored Proj Accounting _____ Signature of Chair _____

Signature of Dean _____ Signature of Executive VC for AA _____

| Summer Sponsored Research Pay | | | | | Notes | |
|-------------------------------|-------------|--------------|----------|---------------------------------|---------------|--|
| Employee Name | Dr. Jones | | | | | |
| Employee ID | 555555 | | | | | |
| Position ID | 00555555 | | | | | |
| Department/College | LAS | | | | | |
| Contract Salary | 150,000.00 | | | | | |
| Monthly Cont Amt | 16,666.67 | | | | | |
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| Monthly Salary Limit | 17,083.33 | | | | | |
| Summer Maximum | 51,250.00 | | | | | |
| Month | Time Worked | Pay Amount | Effort % | Speed Type | Project Title | |
| May | 0.15 | \$ 2,562.50 | 5.00% | 43000000 | NSF Grant | |
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| July | 0.63 | \$ 10,762.50 | 21.00% | 43000000 | NSF Grant | |
| August | 0.30 | \$ 5,125.00 | 10.00% | 43000000 | NSF Grant | |
| | | \$ 35,020.83 | 68.33% | Summer Sponsored Research Total | | |

Employee Name: Dr. JonesEmpl ID: 555555

| Month | Days Worked | Days in Month | % Worked | Time Remining | CRG Balance | \$ Due for Month |
|--------|-------------|---------------|----------|---------------|--------------|------------------|
| May-25 | 3.3 | 22 | 15.00% | 2.05 | \$ 35,020.83 | 2,562.50 |
| Jun-25 | 19.4 | 20 | 97.00% | 1.90 | \$ 32,458.33 | 16,570.83 |
| Jul-25 | 13.86 | 22 | 63.00% | 0.93 | \$ 15,887.50 | 10,762.50 |
| Aug-25 | 6.3 | 21 | 30.00% | 0.30 | \$ 5,125.00 | 5,125.00 |

Total Payout 35,020.83Contract Amount: \$ 35,020.83Start Date: 5/18/2025End Date: 8/17/2025

Control-P also auto fills this form used by HR to enter the summer salary distribution into HCM.



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Review

- Cannot exceed 3/9ths of the employee's IBS
- Use the Summer Salary Tool on the SPA website
- Procedures are also on the SPA website
- FY25-26 summer salary: 5-18-2025 through 8-17-2025
- **MUST MATCH EFFORT**





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