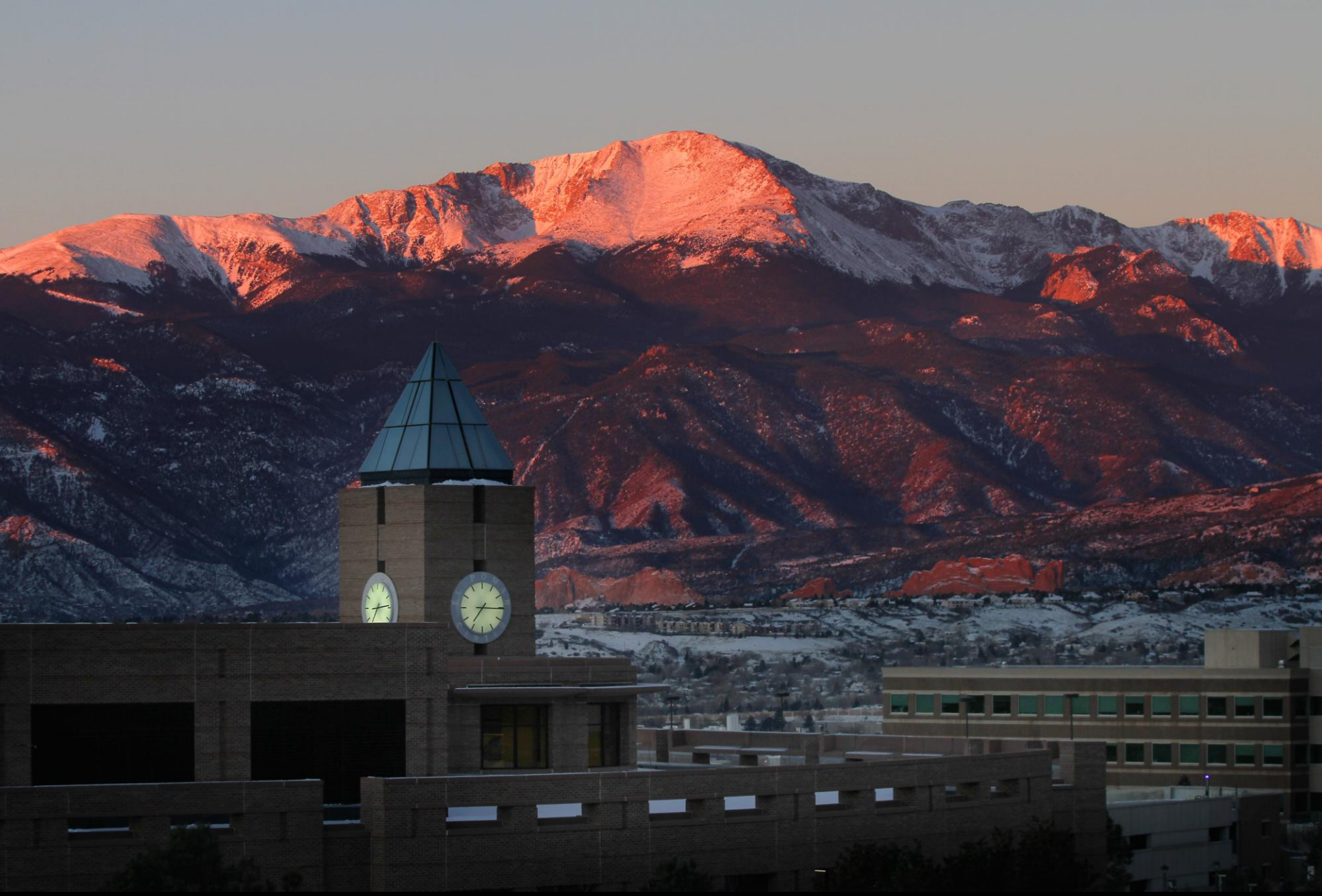
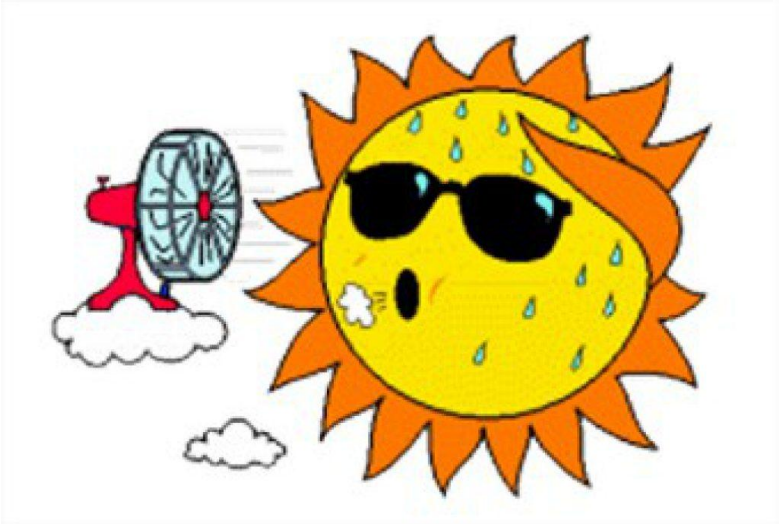


UCCS University of Colorado Colorado Springs

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus



Summer Salary – Don’t Sweat It

April 30, 2026

Kailee Hoover, Sponsored Projects Accountant

Elyse Dunckley, Finance and Grants Management for Lyda Hill Institute for Human Resilience

Agenda



- Overview
- Procedures
- Summer Salary Tool
- Example with Elyse
- Bonus: Scheduling tool with Christian (OSPRI)

Summer Salary Overview

- **Who**: Faculty on nine-month contracts
- **What**: Additional compensation paid during the summer months beyond a faculty member's regular academic year salary
- **When**: FY26-27 summer salary dates are May 17 through August 16
- **Where** (is it funded): Various sources, including external grants, contracts, or internal university funds
- **Why**: Faculty members may receive summer salary for working on research projects, teaching summer courses, or engaging in other activities during the summer months

True or False

Twelve-month faculty can request summer salary if they are working on a grant during the summer months.



False!

Only nine-month faculty are eligible for summer salary, since they are not contracted to work over the summer.

How: Summer Salary Procedures

- Found on the SPA website under “Sponsored Projects Links and Publications”
- Purpose:
  - Review roles and responsibilities
  - Standardize calculations
  - Provide reasonable assurance that calculations are compliant with “agreements, performance goals, and as required by 2 CFR, Part 200.430 Compensation—personal services”

Roles and Responsibilities

OSPRI

- Review/approve budgets at the proposal stage
  - May need to review budgets during award (example: new funding increment)
- Confirm budgeted amounts are based on faculty's current IBS
- Ensure correct fringe benefit rate is used

SPA - Director

- Final review of all summer salary requests
- Verify:
  - Allowable
  - Budgeted/committed
  - Within limits (3/9ths IBS)
  - Supporting documentation
  - Proper form used
  - IBS matches HCM
    - Admin appointment(s)

Roles and Responsibilities

PI/Faculty

- Effort benefits the objectives of their award
- Portion of time requested is within budget
- Committed effort aligns with actual effort
- Communicate request to department administrator

Department Administrator(s)

- 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

True or False

Summer salary must align with actual anticipated effort. Faculty cannot request summer salary solely based on their project budget.



True!

All pay on sponsored projects, including summer salary, must match the employee's expended effort.

Note: If actual effort does not match what was anticipated per the request, the payroll distribution will need to be corrected with a PET.

Actual vs Budgets

- 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

True or False

It is the PI's responsibility to verify there are sufficient funds to cover any variances by working with their department administrator.



True!

As always, the PI is ultimately responsible for their award.

What if we're out of budget?

- Effo
  - –
  - –
  - –
    I
- Rec t typ
- Rec



…but what if they're still working?

- Charge the effort to a university SpeedType
  - F&A or fund 26
- Make a note on the Summer Salary Tool
- Ensure SPA knows so the effort is documented



True or False

If the project is out of budget and the work is complete, prior approval is not required to reduce effort by more than 25% on a federal award.



False!

Any sponsor prior approval requirements must still be met, even if the work is complete.

Summer Salary Calculation

- Based on a percentage (33.3%) of their annual institutional base salary (IBS)
- IBS includes all regular and continuing sources of compensation
  - Contract pay
  - Administrative appointments
    - Most common: Chair or Faculty Director
- IBS does not include one-time payments



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**
- 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 can I find the IBS?

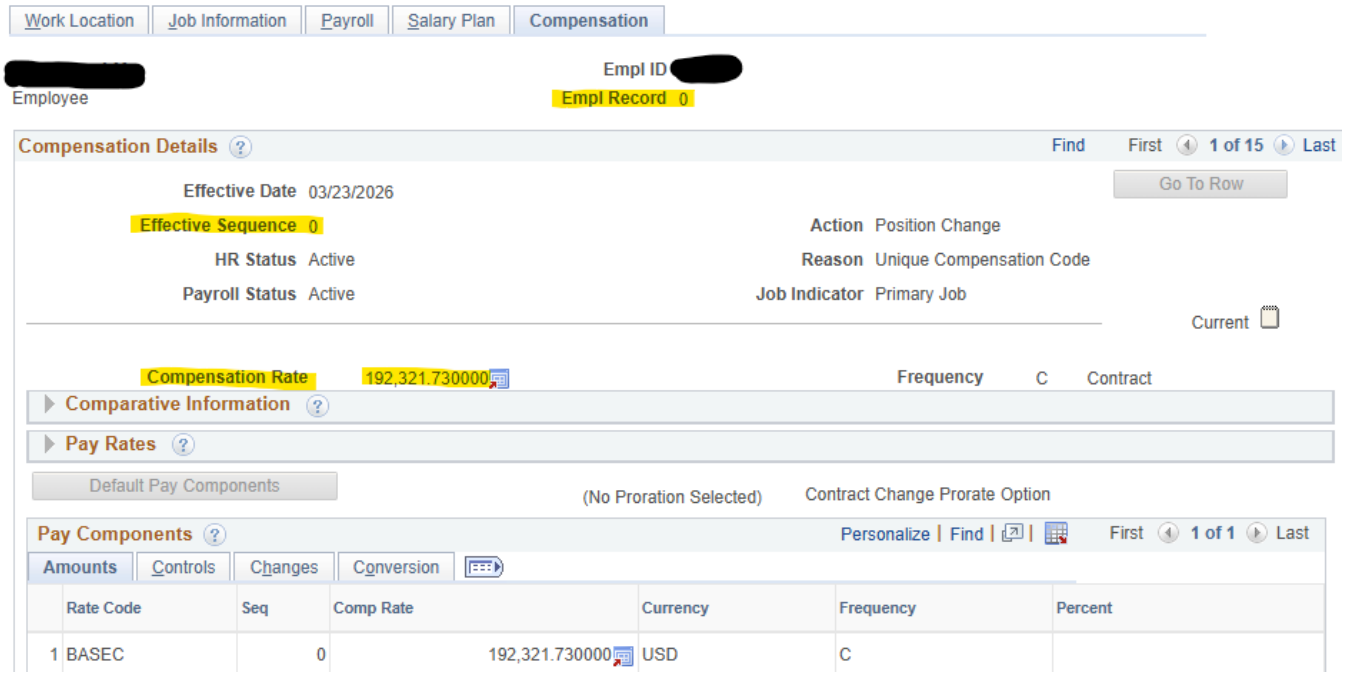
TACO BELL

CHIPOTLE MEXICAN GRILL



Where can I find the IBS in HCM?

- Pay Actions -> Job Data
- Employee record 0, sequence 0
- First result when you search



Administrative Appointment



Job Information Details

Find First 1 of 1 Last

Go To Row

Effective Date 10/01/2019

Effective Sequence 0

Action Pay Rate Change

HR Status Active

Reason Base Pay - Increase in Pay

Payroll Status Active

Job Indicator Secondary Job

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

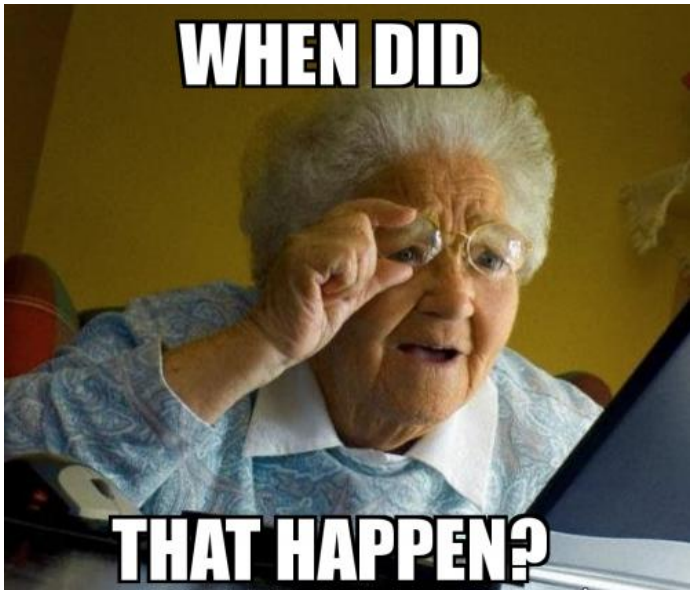
Shift Rate

Classified Ind Other Faculty

Shift Factor

Standard Hours

Earnings Date(s) and Effort



- Pay **must** match effort
  - Work in June should be paid in June
- These dates impact the effort report
  - Incorrect earnings date(s) = incorrect effort report
- Late/after the fact payroll
  - Use the correct earnings date(s)

Summer Salary Tool

- Provides a consistent method of calculation
- Found on the SPA website under “Sponsored Projects Links and Publications”
  - FY26-27 Summer Salary Tool
- **Ensure you use the current spreadsheet – it changes each year!**

Using the Summer Salary Tool

- Detailed instructions on the first tab
- Can calculate by time, amount, or effort
- Only blue cells are editable/fillable
- Other Summer Pay section will autofill if an administrative appointment is entered

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

		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	
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%

True or False

A separate form must be submitted if a faculty member is requesting summer salary from more than one sponsored project in the same month.



True!

You can only include one SpeedType per month on the top section of the tool, which is what maps to the request form. Any additional projects must be listed under Other Summer Pay, then swapped on the next form(s).

Limit Checks

Contract Salary	90,000.00		*Contract Salary can be pulled from HCM
Monthly Cont Amt	10,000.00		*1/9th of contract salary amount
Admin Appt Amt			*Annual amt for administrative appts can be pulled from HCM
Admin Appt Type			*Admin Appt type - 9 months or 12 months
Monthly Admin Amt	-		*Automatically included in "Other Summer Pay"
Monthly Salary Limit	10,000.00		*Maximum salary in single month (1/9th)
Summer Maximum	30,000.00		*Maximum summer salary between all sources (3/9th)

Month	Time Worked	Pay Amount	Effort %	SpeedType	Project Title	
May	0.50	$ 5,000.00	16.67%	abc	example abc	*Maximum is 0.5 months
June	1.00	$10,000.00	33.33%	def	example def	*Maximum is 1.0 month
July	1.00	$10,000.00	33.33%	ghi	example ghi	*Maximum is 1.0 month
August	0.50	$ 5,000.00	16.67%	jkl	example jkl	*Maximum is 0.5 months
		$30,000.00	100.00%	**Summer Sponsored Research Total**		

Other Summer Pay

Month	Funding Type	Pay Amount	Effort %	Notes	
May	Administrative	$ -	0.00%		
June	Administrative	$ -	0.00%		
July	Administrative	$ -	0.00%		
August	Administrative	$ -	0.00%		
May	Summer Teaching	$ 5,000.00	16.67%		*Include all OTHER summer funding sources (such as external grants, internal grants, summer teaching, and administrative appointments) not included in totals above
		$ -	0.00%		
		$ -	0.00%		

Limit Checks

Summer Totals	$35,000.00	116.67%	*Limit check - If red, please reduce request amount
May	$10,000.00	33.33%	
June	$10,000.00	33.33%	
July	$10,000.00	33.33%	
August	$ 5,000.00	16.67%	

Limit Checks

Contract Salary	90,000.00		*Contract Salary can be pulled from HCM
Monthly Cont Amt	10,000.00		*1/9th of contract salary amount
Admin Appt Amt			*Annual amt for administrative appts can be pulled from HCM
Admin Appt Type			*Admin Appt type - 9 months or 12 months
Monthly Admin Amt	-		*Automatically included in "Other Summer Pay"
Monthly Salary Limit	10,000.00		*Maximum salary in single month (1/9th)
Summer Maximum	30,000.00		*Maximum summer salary between all sources (3/9th)

Month	Time Worked	Pay Amount	Effort %	SpeedType	Project Title	
May	0.25	$ 2,500.00	8.33%	abc	example abc	*Maximum is 0.5 months
June	1.00	$10,000.00	33.33%	def	example def	*Maximum is 1.0 month
July	1.00	$10,000.00	33.33%	ghi	example ghi	*Maximum is 1.0 month
August	0.50	$ 5,000.00	16.67%	jkl	example jkl	*Maximum is 0.5 months
		$27,500.00	91.67%	**Summer Sponsored Research Total**		

Other Summer Pay

Month	Funding Type	Pay Amount	Effort %	Notes	
May	Administrative	$ -	0.00%		
June	Administrative	$ -	0.00%		
July	Administrative	$ -	0.00%		
August	Administrative	$ -	0.00%		
May	Summer Teaching	$ 2,500.00	8.33%		*Include all OTHER summer funding sources (such as external grants, internal grants, summer teaching, and administrative appointments) not included in totals above
		$ -	0.00%		
		$ -	0.00%		

Limit Checks

Summer Totals	$30,000.00	100.00%	*Limit check - If red, please reduce request amount
May	$ 5,000.00	16.67%	
June	$10,000.00	33.33%	
July	$10,000.00	33.33%	
August	$ 5,000.00	16.67%	

Routing the Form for Signatures

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

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

Summer Sponsored Research Pay

		Notes
Employee Name	Dr. Not Real	
Employee ID	123456	
Position ID	987654321	
Department/College	Examples R Us	
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	Fake Grant for Grant Things
June	0.97	$16,570.83	32.33%	43000000	Fake Grant for Grant Things
July	0.63	$10,762.50	21.00%	43000000	Fake Grant for Grant Things
August	0.30	$ 5,125.00	10.00%	43000000	Fake Grant for Grant Things
		$35,020.83	68.33%	**Summer Sponsored Research Total**	

UCCS University of Colorado Colorado Springs

Additional Pay Request for Summer Sponsored Research

Dr. Not Real
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	Speedtype	% effort Summer	% effort Month
Fake Grant for Grant Things	$ 2,562.50	May	43000000	5.00%	15.00%
Fake Grant for Grant Things	$ 16,570.83	June	43000000	32.33%	97.00%
Fake Grant for Grant Things	$ 10,762.50	July	43000000	21.00%	63.00%
Fake Grant for Grant Things	$ 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

Routing the Form for Signatures

Pressing "**control**" and "**p**" also auto fills the form used by HR to enter the summer salary distribution into HCM.

Employee Name: **Dr. Not Real** Empl ID: **123456**

Month	Days Worked	Days in Month	% Worked	Time Remining	CRG Balance	$ Due for Month
May-26	3	20	15.00%	2.05	$ 35,020.83	2,562.50
Jun-26	20.37	21	97.00%	1.90	$ 32,458.33	16,570.83
Jul-26	14.49	23	63.00%	0.93	$ 15,887.50	10,762.50
Aug-26	6.3	21	30.00%	0.30	$ 5,125.00	5,125.00

Total Payout 35,020.83

Contract Amount:	**$ 35,020.83**
Start Date:	**5/17/2026**
End Date:	**8/16/2026**

Review

- Summer salary **must** match effort
- Limited to 3/9ths of the faculty member's IBS
- Use the new tool each year, not one you might have saved from a previous summer
- FY26-27 summer salary dates are May 17 through August 16
- Reach out to your Sponsored Projects Accountant with any specific questions

Additional Links/Resources

- Summer Salary Procedures
- FY26-27 Summer Salary Tool
- SPA website
- Uniform Guidance
  - 2 CFR, Part 200.430 Compensation—personal services
- UCCS Fringe Benefit Rate

Example with Elyse!





University of Colorado
Colorado Springs



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus