

# HRS402: Summer Salary

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1. What is Summer Salary?
2. Compliance and Considerations
3. Submitting a Summer Salary Request
4. Approval and Workflow

# What is Summer Salary?

Additional payment to faculty members for work performed during their three non-academic months:

- **Evanston 9-month Faculty**  
**Dates Available:** June 16 – Sept 15
  - Half June, all July, all Aug, half Sept
- **Kellogg and Medill 9-month Faculty**  
**Dates Available:** June 1 – August 31
  - All June, July, and Aug

2024 Form Due to Payroll Cutoff Dates:	2024 Monthly Paydates:
June 5	June 28
July 5	July 31
August 5	August 30
September 5	September 30

# Summer Salary Eligibility

Faculty with one or more 9-month appointments may be eligible to receive Summer Salary:

Contract Period	Summer Salary Eligibility
9	Eligible for: <i>up to</i> 3 months of summer salary From Sponsored Accts: <i>up to</i> <u>2.5 months</u>
12	Not Eligible

- **Only 2.5 months of pay may be charged to sponsored accounts**
  - An additional 0.5 month may be paid from non-sponsored accounts, or
  - A [Pre-Certification Form](#) must be completed and approved
    - See [Summer Quarter Salary Policy.pdf](#)
- **No faculty member may receive more than 3 months of Summer Salary in one academic year**

# Determining Maximum Summer Salary

A “monthly salary” available for summer salary request is based on the **Monthly Contract Rate**:

- Consider 9-month appointments *only*
- Calculation: Annual Salary / 9 = Maximum Monthly Contract Rate
- **Do Not use the Comp Rate**

Maximum Monthly Summer Salary			
Rcd #	Annual Rate	Contract Period	Monthly Contract Rate (Annual / 9)
0	\$90,000	9	<b>\$10,000.00</b>

- This employee is eligible to receive up to **\$10,000/month** for the summer salary period.
  - Maximum of **\$25,000** (2.5 months) from sponsored accounts
  - Additional **\$5,000** (0.5 month) from non-sponsored or with a [Pre-Cert Form](#)

# Determining Maximum Summer Salary

The myHR [NW Current Salary](#) page contains the information needed for this calculation:

If you are using Classic Home:  
[Faculty and Staff Information > NW Current Salary](#)

If you are using the myHR Administration Dashboard:  
[Summer Salary folder > NW Current Salary](#)

- Displays **Annual Rate, Contract Period, Monthly Contract Rate,** and **Academic Base Salary** for all appointments

# Determining Maximum Summer Salary

The myHR [NW Current Salary](#) page:

Base Salaries	
Institutional Base Salary:	214,444.32
Merit Base Salary:	192,999.96
Academic Base Salary:	209,083.32

Current Salary Information														Personalize	Find	Print
Salary Information		Position/Appt. Info														
Rcd	Payroll Status	Job Title	Department	Paygroup	Sched Pay Pds	% Full Time	Comp Rate	Annual Rate	Ctrt Per	Monthly Contract Rate	Actuals + FY Enc	Pre-Enc	FY Appt Salary	Exclude Merit Base Salary		
0	Active	Professor		Paid( MOF)	12.0	40.00	8,041.67	96,500.04	9	10,722.23	76,587.34	19,912.70	96,500.04			
1	Active	Professor		Paid( MOF)	12.0	25.00	4,020.83	48,249.96	9	5,361.11	48,249.96		48,249.96			
2	Active	Professor		Paid( MOF)	12.0	25.00	4,020.83	48,249.96	9	5,361.11	48,249.96		48,249.96			
3	Active	Center Director		Paid( MOF)	12.0	10.00	1,787.03	21,444.36	12	1,787.03	21,444.36		21,444.36	Admin		
4	Active	Professor		Unpaid( OTH)												
5	Active	Professor		Unpaid( OTH)						12						
		Totals				100.00	17,870.36	214,444.32		23,231.48	194,531.62	19,912.70	214,444.32			

Consider only the 9-month contract academic monthly contract rates when calculating maximum Summer Salary.

This employee's maximum monthly rate for Summer Salary Request would be:  $10,722.23 + 5,361.11 + 5,361.11 = \mathbf{\$21,444.45}$

# **Compliance and Considerations**

# Summer Effort

## Summer Effort differs from Effort during the academic year

- During the Summer period, certify **only the salary received** instead of the percent effort
    - Total Salary Received = 100% Effort for Summer Reporting Period (SUM2024)
    - Summer Salary is included with any 12-month appointments when certifying Effort for SUM2024
1. **Example:** You pay a faculty member **2.5** months summer salary  
Faculty certifies effort for those **2.5 months** *plus* the regular salary for any 12-month appointments (total 100% Effort)
  2. **Example:** You pay a faculty member **1** month summer salary  
Faculty certifies effort for that **1 month** *plus* the regular salary for any 12-month appointments (also total 100% Effort)



# Summer Effort

Base Salaries	
Institutional Base Salary:	214,444.32
Merit Base Salary:	192,999.96
Academic Base Salary:	209,083.32

Current Salary Information															
Personalize   Find   [?]   [Grid]															
Salary Information		Position/Appt. Info													
Rcd	Payroll Status	Job Title	Department	Paygroup	Sched Pay Pds	% Full Time	Comp Rate	Annual Rate	Ctr Per	Monthly Contract Rate	Actuals + FY Enc	Pre-Enc	FY Appt Salary	Exclude Merit Base Salary	
0	Active	Professor		Paid( MOF)	12.0	40.00	8,041.67	96,500.04	9	10,722.23	76,587.34	19,912.70	96,500.04		
1	Active	Professor		Paid( MOF)	12.0	25.00	4,020.83	48,249.96	9	5,361.11	48,249.96		48,249.96		
2	Active	Professor		Paid( MOF)	12.0	25.00	4,020.83	48,249.96	9	5,361.11	48,249.96		48,249.96		
3	Active	Center Director		Paid( MOF)	12.0	10.00	1,787.03	21,444.36	12	1,787.03	21,444.36		21,444.36	Admin	
4	Active	Professor		Unpaid( OTH)											
5	Active	Professor		Unpaid( OTH)						12					
		Totals					100.00	17,870.36	214,444.32		23,231.48	194,531.62	19,912.70	214,444.32	

- The total Monthly Contract Rate remains \$23,231.48 (100% effort for that month) but **only \$21,444.45 is available for summer salary request**
- \$21,444.45 does not represent 100% effort for that summer month since it does not include payment from the 12-month appointment.

# NIH Salary Cap

## National Institutes of Health

Careful attention must be given to faculty receive payments from at least one NIH grant. Their pay from that grant may not exceed the NIH salary cap

- NIH Cap is \$221,900 per year or **\$18,491.67 per month** (effective January 1, 2024)
- Summer Salary can only charge up to the monthly salary cap rate from NIH awards and other agencies following the NIH salary cap limitation (e.g., Michael J. Fox Foundation)
- Any difference in salary above the cap (“cap gap”) must be paid from **unrestricted funds**
- Use the [Salary Cap Calculator Tool](#)

[Northwestern OSR guidelines](#)

# NIH Salary Cap

National Institutes of Health

**Example:** Faculty member with a 9-month appointment and \$180,000 annual salary, funded by at least one NIH grant

NIH Salary Cap Example					
	Annual Rate	Contract Period	Monthly Contract Rate	Charging 1 Month to NIH	Charging 2 Months to NIH
Actual Salary	\$180,000	9	\$20,000	\$20,000.00	\$40,000.00
2024 NIH Cap	\$221,900	12	\$18,491.67	<u>- NIH: \$18,491.67</u>	<u>- NIH: \$36,983.34</u>
“Cap Gap”				Unrestricted Fund: \$1,508.33	Unrestricted Fund: \$3,016.66



Only \$18,491.67/month can come from NIH awards for Summer 2024

# NSF Grant Limits

## National Science Foundation

- A maximum of **two months'** salary may be charged to an NSF grant for the entire fiscal year.
  - If you have already charged 2 months' salary to an NSF grant, it cannot be used for Summer Salary.
- Review salary funding for the entire year for the employee to determine how much summer salary, if any, may be charged to an NSF grant.
- **If more than 2 months will be charged, it must be specifically approved by NSF in the award.**

To review salary funding, use PED BY HR DEPARTMENT OR EMPLOYEE.

**myHR Administration Dashboard:**  
**Summer Salary folder > PED by HR Department or Employee**

# Funding & Payroll

Summer salary payments are charged to **account code 60020** on the chartstring; full fringe benefits rate is charged.

- Appropriate account code must be open and valid on all chartstrings before form is submitted
- Check the myHR View Valid Chartstrings page to confirm:

If you are using Classic Home:  
[Organizational Development > Review Funding Info > View Valid Chartstrings](#)

If you are using the myHR Administration Dashboard:  
[Summer Salary > View Valid Chartstrings](#)

# Funding & Payroll

**Summer Salary may inflate the employee's salary and bump the employee into a higher tax bracket during summer months**

- Faculty may submit a new W-4 to adjust tax withholding during the summer months
- W-4s are due by the same monthly deadline as the Summer Salary Request

**Payments for September 1-15 may be submitted separately if you wish to consider the employee's new FY25 Salary.**

# **Submitting a Summer Salary Request**

# Summer Salary Request Form

NORTHWESTERN UNIVERSITY

Summer Salary Request Form-2024

[PRINT](#) [SAVE](#) [CLEAR FORM](#)

Name:  Employee ID:  Academic Base:  Salary:   
Last, First, M.I.

Home HR Dept #:  Home Dept Name:  Annual Salary from only 9 Month Appointments:   
(used to calculate summer salary)

**Initial Request**  
The first Summer 2024 request for this employee.

**Change Funding**  
Change the funding for a previously submitted payment.

**Add'l Request (+)**  
Add payment for an additional month to this employee.

**Change Amount**  
Change the amount for a previously submitted payment.

Payment Amounts			
	Effective Date	End Date	Flat Amount
JUNE KELLOGG/MEDILL	6/1/24	6/30/24	<input type="text"/>
JUNE	6/16/24	6/30/24	<input type="text"/>
JULY	7/1/24	7/31/24	<input type="text"/>
AUGUST	8/1/24	8/31/24	<input type="text"/>
SEPTEMBER NOT KELLOGG/MEDILL	9/1/24	9/15/24	<input type="text"/>
If over 2.5 months' salary is being requested and is grant funded, a completed pre-certification form signed by faculty, chair/division chief, dean and VPR must be attached.			0.00
			Grand Total

Approvals		
TYPE Name of Person Completing Form	Date	Phone
Faculty Signature (if required)	Date	Phone
Authorized Dept/Center BA Signature	Date	Phone
Add'l Dept/Center BA Signature (if required)	Date	Phone
Authorized Home School Signature <small>(not needed if School Approver submits online)</small>	Date	Phone
OR Signature <small>(for OR Ctr Director/Co-Dir)</small>	Date	Phone

**Payment Funding** Chartstring must be open for form to be considered complete. Form will be considered late if chartstring is not open by cut-off date. These percentages will not directly relate to effort if faculty has multiple paid appointments with different contract periods.

NIH NSF	Fund	Financial Dept	Project	Activity	Chartfield1	Account	Percent	Pay Period Start Date	Pay Period End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

COMMENTS:

Submit this completed/signed form to [HR Operations online](#). The submitter confirms that all information is complete and accurate and appropriate signatures have been received and validated.



# Summer Salary Form

**Forms must be filled in electronically;**  
***hand-written or paper forms are not accepted.***

- Save the form to your computer and complete from Adobe; do not complete the form within your browser
- Acquire signatures for necessary approvals
- Submit to HR Operations [electronically](#)

**In top right corner:**

4 different options for  
type of request

Initial Request

The first Summer 2024  
request for this employee.

Change Funding

Change the funding for a previously  
submitted payment.

Add'l Request (+)

Add payment for an *additional*  
*month* to this employee.

Change Amount

Change the amount for a previously  
submitted payment.

# Summer Salary Form

## **Initial Request:**

Requesting the first summer salary for an employee in this academic year

**Change Funding:** Changing the chartstring(s) or the chartstring distribution for a previously submitted request

Attach a copy of the initial request form with a line through the funding that is changing

**Additional Request:** Adding another months' payment to an existing request.

Attach a copy of the initial request form

**Change Amount:** Changing the monthly pay for a previously submitted request\*

Attach a copy of the initial request form with a line through the payment that is changing

# Summer Salary Form

## Change Funding

***Historical Funding Changes***: If the requested change to a funding source is for a payment that has already been made, a payroll journal is required.

- Wait until you have received the email notification that the change has been entered by HR Operations
- Then enter the journal through the “Enter Journals” page using the correct Employee record number for the employee
- Changes past 90 days require justification paperwork in addition to the online journal

If you are using Classic Home:  
Organizational Development > Enter Journals

If you are using the myHR Administration Dashboard:  
Funding and Pay > Enter Journals

# Summer Salary Form Deadlines

- Forms must be fully approved and received by the HR Operations Team by the regular monthly paperwork cutoff.
- All Summer Salary payments are processed as Additional Pay. **If received late**, payment will be processed on the next regular monthly payroll as Additional Pay.
- *Note: early submission is always encouraged!*

Form Due to HR Ops Cutoff Date:	Monthly Paydate:
June 5	June 28
July 5	July 31
August 5	August 30
September 5	September 30

# Confirming Summer Salary Processing

Your Summer Salary requests may be confirmed by:

- Viewing the **Additional Pay** and **Additional Pay Distribution** pages in myHR Admin (*available after entry by HR Operations*)

Classic Home: Payroll for North America > Employee Pay Data USA > Additional Pay

myHR Admin > Summer Salary > Additional Pay Distribution

- **PED reports in Cognos**  
(*entries made by Thursday will appear as encumbrances on Friday*)
  - **NU Financials**  
(*appear as encumbrances in 2-3 additional days*)
- ✓ If Summer Salary entries are not seen, contact your Dean's Office or Payroll for more information

# Form Examples

# Example 1

## Initial Request: New Summer Salary

- **Dates:** June 16 – August 31
- **Salary:** Annual Academic Salary from 9-month contract \$180,000
- **Payment:** ½ monthly contract rate for June, full monthly contract rates for July and August
- **Payment funding:** 53% from one source and 47% from another. Distribution is the same for all months so it may be combined for June, July and August

Salary Calculation				
Annual Salary for 9-mo Appts: \$180,000 Monthly Contract Rate: \$20,000				
	June 16-30	July 1-31	August 1-31	Sept 1-15
Total Salary	\$10,000	\$20,000	\$20,000	\$0

Name:  Employee ID:  Academic Base Salary:   
Last, First, M.I.  
 Home HR Dept #:  Home Dept Name:  Annual Salary from only 9 Month Appointments:   
(used to calculate summer salary)

Initial Request  Change Funding  
The first Summer 2024 request for this employee. Change the funding for a previously submitted payment.  
 Add'l Request (+)  Change Amount  
Add payment for an additional month to this employee. Change the amount for a previously submitted payment.

**Payment Amounts**

	Effective Date	End Date	Flat Amount
<b>JUNE</b> <small>KELLOGG/MEDILL</small>	<input type="text" value="6/1/24"/>	<input type="text" value="6/30/24"/>	<input type="text"/>
<b>JUNE</b>	<input type="text" value="6/16/24"/>	<input type="text" value="6/30/24"/>	<input type="text" value="10,000.00"/>
<b>JULY</b>	<input type="text" value="7/1/24"/>	<input type="text" value="7/31/24"/>	<input type="text" value="20,000.00"/>
<b>AUGUST</b>	<input type="text" value="8/1/24"/>	<input type="text" value="8/31/24"/>	<input type="text" value="20,000.00"/>
<b>SEPTEMBER</b> <small>NOT KELLOGG/MEDILL</small>	<input type="text" value="9/1/24"/>	<input type="text" value="9/15/24"/>	<input type="text"/>
If over 2.5 months' salary is being requested and is grant funded, a completed pre-certification form signed by faculty, chair/division chief, dean and VPR must be attached.			<input type="text" value="50,000.00"/>
			<b>Grand Total</b>

**Approvals**

<input type="text" value="Willie Wildcat"/>	<input type="text" value="5/1/24"/>	<input type="text" value="1-3245"/>
<small>TYPE Name of Person Completing Form</small>	<small>Date</small>	<small>Phone</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>Faculty Signature (if required)</small>	<small>Date</small>	<small>Phone</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>Authorized Dept/Center BA Signature</small>	<small>Date</small>	<small>Phone</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>Add'l Dept/Center BA Signature (if required)</small>	<small>Date</small>	<small>Phone</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>Authorized Home School Signature (not needed if School Approver submits online)</small>	<small>Date</small>	<small>Phone</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>OR Signature (for OR Ctr Director/Co-Dir)</small>	<small>Date</small>	<small>Phone</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Payment Funding** Chartstring must be open for form to be considered complete. Form will be considered late if chartstring is not open by cut-off date. These percentages will not directly relate to effort if faculty has multiple paid appointments with different contract periods.

NIH NSF	Fund	Financial Dept	Project	Activity	Chartfield1	Account	Percent	Pay Period Start Date	Pay Period End Date
<input type="text"/>	<input type="text" value="610"/>	<input type="text" value="9900000"/>	<input type="text" value="69912345"/>	<input type="text" value="01"/>	<input type="text"/>	<input type="text" value="60020"/>	<input type="text" value="57.0000"/>	<input type="text" value="6/1/2024"/>	<input type="text" value="8/31/2024"/>
<input type="text"/>	<input type="text" value="610"/>	<input type="text" value="9900000"/>	<input type="text" value="69912345"/>	<input type="text" value="01"/>	<input type="text"/>	<input type="text" value="60020"/>	<input type="text" value="43.0000"/>	<input type="text" value="6/1/2024"/>	<input type="text" value="8/31/2024"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**COMMENTS:**

Submit this completed/signed form to [HR Operations online](#). The submitter confirms that all information is complete and accurate and appropriate signatures have been received and validated.

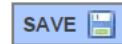
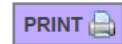


# Example 2

## Additional Request: Add to Existing Summer Salary

- **Dates:** September 1 – September 15
- **Salary:**  $\$180,000 / 9 = \$20,000$
- **Payment:**  $\frac{1}{2}$  monthly contract rate for September
- **Payment funding:** 100% distribution for September

Salary Calculation				
Annual Salary for 9-mo Appts: $\$180,000 /$ Monthly Contract Rate: $\$20,000$				
	June 16-30	July 1-31	August 1-31	Sept 1-15
Total New Salary	\$0	\$0	\$0	\$10,000



Name:   
Last, First, M.I.

Employee ID:

Academic Base Salary:

Home HR Dept #:

Home Dept Name:

Annual Salary from only 9 Month Appointments:   
(used to calculate summer salary)

Initial Request  
The first Summer 2024 request for this employee.

Change Funding  
Change the funding for a previously submitted payment.

Add'l Request (+)  
Add payment for an additional month to this employee.

Change Amount  
Change the amount for a previously submitted payment.

**Payment Amounts**

	Effective Date	End Date	Flat Amount
<b>JUNE</b> <small>KELLOGG/MEDILL</small>	<input type="text" value="6/1/24"/>	<input type="text" value="6/30/24"/>	<input type="text"/>
<b>JUNE</b>	<input type="text" value="6/16/24"/>	<input type="text" value="6/30/24"/>	<input type="text"/>
<b>JULY</b>	<input type="text" value="7/1/24"/>	<input type="text" value="7/31/24"/>	<input type="text"/>
<b>AUGUST</b>	<input type="text" value="8/1/24"/>	<input type="text" value="8/31/24"/>	<input type="text"/>
<b>SEPTEMBER</b> <small>NOT KELLOGG/MEDILL</small>	<input type="text" value="9/1/24"/>	<input type="text" value="9/15/24"/>	<input type="text" value="10,000.00"/>
<small>If over 2.5 months' salary is being requested and is grant funded, a completed pre-certification form signed by faculty, chair/division chief, dean and VPR must be attached.</small>			<input type="text" value="10,000.00"/>
			<b>Grand Total</b>

Payroll Only

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

**Approvals**

<input type="text" value="Willie Wildcat"/>	<input type="text" value="6/1/24"/>	<input type="text" value="1-3245"/>
<small>TYPE Name of Person Completing Form</small>	<small>Date</small>	<small>Phone</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>Faculty Signature (if required)</small>	<small>Date</small>	<small>Phone</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>Authorized Dept/Center BA Signature</small>	<small>Date</small>	<small>Phone</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>Add'l Dept/Center BA Signature (if required)</small>	<small>Date</small>	<small>Phone</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>Authorized Home School Signature (not needed if School Approver submits online)</small>	<small>Date</small>	<small>Phone</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>OR Signature (for OR Ctr Director/Co-Dir)</small>	<small>Date</small>	<small>Phone</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Payment Funding**

Chartstring must be open for form to be considered complete. Form will be considered late if chartstring is not open by cut-off date. These percentages will not directly relate to effort if faculty has multiple paid appointments with different contract periods.

NIH NSF	Fund	Financial Dept	Project	Activity	Chartfield1	Account	Percent	Pay Period Start Date	Pay Period End Date
<input type="text"/>	<input type="text" value="610"/>	<input type="text" value="9900000"/>	<input type="text" value="69912345"/>	<input type="text" value="01"/>	<input type="text"/>	<input type="text" value="60020"/>	<input type="text" value="100.0000"/>	<input type="text" value="9/1/2024"/>	<input type="text" value="9/30/2024"/>
<input type="text"/>									
<input type="text"/>									
<input type="text"/>									
<input type="text"/>									
<input type="text"/>									
<input type="text"/>									
<input type="text"/>									
<input type="text"/>									
<input type="text"/>									

COMMENTS:

# Example 3

## Initial Request: New Summer Salary

- **Dates:** June 16 – August 31
- **Salary:**  $\$103,500 / 9 = \$11,500$
- **Payment:**  $\frac{1}{2}$  monthly contract rate for June, full monthly contract rates for July and August
- **Payment funding:** Distribution is different for each month

Salary Calculation				
Annual Salary for 9-mo Appts: \$103,500    Monthly Contract Rate: \$11,500				
	June 16-30	July 1-31	August 1-31	Sept 1-15
Total Salary	\$5,750	\$11,500	\$11,500	\$0

Name:  Employee ID:  Academic Base Salary:   
 Last, First, M.I.  
 Home HR Dept #:  Home Dept Name:  Annual Salary from only 9 Month Appointments:   
 (used to calculate summer salary)

Initial Request  
 The first Summer 2024 request for this employee.  
 Change Funding  
 Change the funding for a previously submitted payment.  
 Add'l Request (+)  
 Add payment for an additional month to this employee.  
 Change Amount  
 Change the amount for a previously submitted payment.

**Payment Amounts**

	Effective Date	End Date	Flat Amount
<b>JUNE</b> KELLOGG/MEDILL	6/1/24	6/30/24	
<b>JUNE</b>	6/16/24	6/30/24	5,750.00
<b>JULY</b>	7/1/24	7/31/24	11,500.00
<b>AUGUST</b>	8/1/24	8/31/24	11,500.00
<b>SEPTEMBER</b> NOT KELLOGG/MEDILL	9/1/24	9/15/24	
If over 2.5 months' salary is being requested and is grant funded, a completed pre-certification form signed by faculty, chair/division chief, dean and VPR must be attached.			28,750.00
			<b>Grand Total</b>

*Payroll Only*

**Approvals**

Willie Wildcat    
 TYPE Name of Person Completing Form Date Phone  
 Faculty Signature (if required) Date Phone  
 Authorized Dept/Center BA Signature Date Phone  
 Add'l Dept/Center BA Signature (if required) Date Phone  
 Authorized Home School Signature (not needed if School Approver submits online) Date Phone  
 OR Signature (for OR Ctr Director/Co-Dir) Date Phone

**Payment Funding**

Chartstring must be open for form to be considered complete. Form will be considered late if chartstring is not open by cut-off date. These percentages will not directly relate to effort if faculty has multiple paid appointments with different contract periods.

NIH NSF	Fund	Financial Dept	Project	Activity	Chartfield1	Account	Percent	Pay Period Start Date	Pay Period End Date
<input type="text"/>	<input type="text" value="610"/>	<input type="text" value="9900000"/>	<input type="text" value="69912345"/>	<input type="text" value="01"/>	<input type="text"/>	<input type="text" value="60020"/>	<input type="text" value="57.0000"/>	<input type="text" value="6/1/2024"/>	<input type="text" value="6/30/2024"/>
<input type="text"/>	<input type="text" value="610"/>	<input type="text" value="9900000"/>	<input type="text" value="61122332"/>	<input type="text" value="01"/>	<input type="text"/>	<input type="text" value="60020"/>	<input type="text" value="43.0000"/>	<input type="text" value="6/1/2024"/>	<input type="text" value="6/30/2024"/>
<input type="text"/>	<input type="text" value="610"/>	<input type="text" value="9900000"/>	<input type="text" value="69912345"/>	<input type="text" value="01"/>	<input type="text"/>	<input type="text" value="60020"/>	<input type="text" value="36.3000"/>	<input type="text" value="7/1/2024"/>	<input type="text" value="7/31/2024"/>
<input type="text"/>	<input type="text" value="610"/>	<input type="text" value="9900000"/>	<input type="text" value="61122332"/>	<input type="text" value="01"/>	<input type="text"/>	<input type="text" value="60020"/>	<input type="text" value="63.7000"/>	<input type="text" value="7/1/2024"/>	<input type="text" value="7/31/2024"/>
<input type="text"/>	<input type="text" value="610"/>	<input type="text" value="9900000"/>	<input type="text" value="69900400"/>	<input type="text" value="01"/>	<input type="text"/>	<input type="text" value="60020"/>	<input type="text" value="100.0000"/>	<input type="text" value="8/1/2024"/>	<input type="text" value="8/31/2024"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

COMMENTS:

# Example 4

## Change Funding: Adjust distribution on previous request

- **Dates:** August 1 – August 31
- **Salary:**  $\$103,500 / 9 = \$11,500$
- **Payment funding:** Change funding for August originally submitted in Example #3

Name:  Employee ID:  Academic Base Salary:   
Last, First, M.I.

Home HR Dept #:  Home Dept Name:  Annual Salary from only 9 Month Appointments:   
(used to calculate summer salary)

Initial Request  
The first Summer 2024 request for this employee.

Change Funding  
Change the funding for a previously submitted payment.

Add'l Request (+)  
Add payment for an additional month to this employee.

Change Amount  
Change the amount for a previously submitted payment.

**Payment Amounts**

	Effective Date	End Date	Flat Amount	Payroll Only
<b>JUNE</b> <small>KELLOGG/MEDILL</small>	<input type="text" value="6/1/24"/>	<input type="text" value="6/30/24"/>	<input type="text"/>	<input type="text"/>
<b>JUNE</b>	<input type="text" value="6/16/24"/>	<input type="text" value="6/30/24"/>	<input type="text"/>	<input type="text"/>
<b>JULY</b>	<input type="text" value="7/1/24"/>	<input type="text" value="7/31/24"/>	<input type="text"/>	<input type="text"/>
<b>AUGUST</b>	<input type="text" value="8/1/24"/>	<input type="text" value="8/31/24"/>	<input type="text"/>	<input type="text"/>
<b>SEPTEMBER</b> <small>NOT KELLOGG/MEDILL</small>	<input type="text" value="9/1/24"/>	<input type="text" value="9/15/24"/>	<input type="text"/>	<input type="text"/>
If over 2.5 months' salary is being requested and is grant funded, a completed pre-certification form signed by faculty, chair/division chief, dean and VPR must be attached.			<input type="text" value="0.00"/>	
			<b>Grand Total</b>	

**Approvals**

<input type="text" value="Willie Wildcat"/>	<input type="text" value="5/1/24"/>	<input type="text" value="1-3245"/>
<small>TYPE Name of Person Completing Form</small>	<small>Date</small>	<small>Phone</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>Faculty Signature (if required)</small>	<small>Date</small>	<small>Phone</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>Authorized Dept/Center BA Signature</small>	<small>Date</small>	<small>Phone</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>Add'l Dept/Center BA Signature (if required)</small>	<small>Date</small>	<small>Phone</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>Authorized Home School Signature (not needed if School Approver submits online)</small>	<small>Date</small>	<small>Phone</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>OR Signature (for OR Ctr Director/Co-Dir)</small>	<small>Date</small>	<small>Phone</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Payment Funding** Chartstring must be open for form to be considered complete. Form will be considered late if chartstring is not open by cut-off date. These percentages will not directly relate to effort if faculty has multiple paid appointments with different contract periods.

NIH NSF	Fund	Financial Dept	Project	Activity	Chartfield1	Account	Percent	Pay Period Start Date	Pay Period End Date
<input type="text"/>	<input type="text" value="610"/>	<input type="text" value="9900000"/>	<input type="text" value="69900400"/>	<input type="text" value="01"/>	<input type="text"/>	<input type="text" value="60020"/>	<input type="text" value="55.5000"/>	<input type="text" value="8/1/2024"/>	<input type="text" value="8/31/2024"/>
<input type="text"/>	<input type="text" value="610"/>	<input type="text" value="9900000"/>	<input type="text" value="64400123"/>	<input type="text" value="01"/>	<input type="text"/>	<input type="text" value="60020"/>	<input type="text" value="44.5000"/>	<input type="text" value="8/1/2024"/>	<input type="text" value="8/31/2024"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**COMMENTS:**

# Example 5

## Initial Request: Employee on NIH Grant

- **Dates:** June 16 – September 15
- **Salary:** \$175,506 / 9 = \$19,500.67
- **Payment funding:** NIH Grant for June, July, and August. Sept from NU fund

# Example 5

## Initial Request: Employee on NIH Grant

	June 16-30	July 1-31	August 1-31	Sept 1-15
Summer Salary	\$9,750.34	\$19,500.67	\$19,500.67	\$9,750.34
Allowed from NIH	\$9,245.84	\$18,491.67	\$18,491.67	\$0
	94.8258%	94.8258%	94.8258%	
Must be paid from Unrestricted Funds	\$504.50	\$1,009	\$1,009	\$9,750.34
	5.1742%	5.1742%	5.1742%	100%

*Reminder: 2024 NIH Cap = \$221,900 (over 12 months), \$18,491.67 (per month)*



Name:  Employee ID:  Academic Base Salary:   
Last, First, M.I.  
 Home HR Dept #:  Home Dept Name:   
 Annual Salary from only 9 Month Appointments:   
(used to calculate summer salary)

**Initial Request**  
The first Summer 2024 request for this employee.  
 **Change Funding**  
Change the funding for a previously submitted payment.  
 **Add'l Request (+)**  
Add payment for an additional month to this employee.  
 **Change Amount**  
Change the amount for a previously submitted payment.

**Payment Amounts**

	Effective Date	End Date	Flat Amount
<b>JUNE</b> <small>KELLOGG/MEDILL</small>	<input type="text" value="6/1/24"/>	<input type="text" value="6/30/24"/>	<input type="text"/>
<b>JUNE</b>	<input type="text" value="6/16/24"/>	<input type="text" value="6/30/24"/>	<input type="text" value="9,750.34"/>
<b>JULY</b>	<input type="text" value="7/1/24"/>	<input type="text" value="7/31/24"/>	<input type="text" value="19,500.67"/>
<b>AUGUST</b>	<input type="text" value="8/1/24"/>	<input type="text" value="8/31/24"/>	<input type="text" value="19,500.67"/>
<b>SEPTEMBER</b> <small>NOT KELLOGG/MEDILL</small>	<input type="text" value="9/1/24"/>	<input type="text" value="9/15/24"/>	<input type="text" value="9,750.34"/>
<small>If over 2.5 months' salary is being requested and is grant funded, a completed pre-certification form signed by faculty, chair/division chief, dean and VPR must be attached.</small>			<input type="text" value="58,502.02"/>
			<b>Grand Total</b>

**Approvals**

<input type="text" value="Willie Wildcat"/>	<input type="text" value="5/1/24"/>	<input type="text" value="1-3245"/>
<small>TYPE Name of Person Completing Form</small>	<small>Date</small>	<small>Phone</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>Faculty Signature (if required)</small>	<small>Date</small>	<small>Phone</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>Authorized Dept/Ctr BA Signature</small>	<small>Date</small>	<small>Phone</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>Add'l Dept/Ctr BA Signature (if required)</small>	<small>Date</small>	<small>Phone</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>Authorized Home School Signature (not needed if School Approver submits online)</small>	<small>Date</small>	<small>Phone</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>OR Signature (for OR Ctr Director/Co-Dir)</small>	<small>Date</small>	<small>Phone</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Payment Funding** Chartstring must be open for form to be considered complete. Form will be considered late if chartstring is not open by cut-off date. These percentages will not directly relate to effort if faculty has multiple paid appointments with different contract periods.

NIH NSF	Fund	Financial Dept	Project	Activity	Chartfield1	Account	Percent	Pay Period Start Date	Pay Period End Date
<input checked="" type="checkbox"/>	<input type="text" value="610"/>	<input type="text" value="9900000"/>	<input type="text" value="69958677"/>	<input type="text" value="01"/>	<input type="text"/>	<input type="text" value="60020"/>	<input type="text" value="94.8258"/>	<input type="text" value="6/1/2024"/>	<input type="text" value="8/31/2024"/>
<input type="checkbox"/>	<input type="text" value="110"/>	<input type="text" value="9900000"/>	<input type="text"/>	<input type="text" value="01"/>	<input type="text"/>	<input type="text" value="60020"/>	<input type="text" value="5.1742"/>	<input type="text" value="6/1/2024"/>	<input type="text" value="8/31/2024"/>
<input type="checkbox"/>	<input type="text" value="110"/>	<input type="text" value="9900000"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="60020"/>	<input type="text" value="100.0000"/>	<input type="text" value="9/1/2024"/>	<input type="text" value="9/30/2024"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

COMMENTS:

# **Summer Salary Request Approval Workflow**

# Approval Workflow

- A. Preparer of the request signs and dates the form
- B. The faculty member's signature/email approval, if needed, is the responsibility of the Home Department to obtain/attach

*Note:* The faculty member's "Home Department" is the department that is responsible for taking the lead in promotion, tenure, and salary decisions. This can be located at the top of the employee's Appointment Overview page in myHR.

<u>Approvals</u>		
<b>A</b>	_____	_____
TYPE Name of Person Completing Form	Date	Phone
<b>B</b>	_____	_____
Faculty Signature (if required)	Date	Phone

# Approval Workflow

## C. Departmental Signatures are obtained

- Department/Center Business Administrator signs the form

## D. If other departments/schools involved, they must also sign the form

- Multiple copies of the form with different signatures may be attached
- Non-Feinberg faculty being paid on a Feinberg account must receive signatures from the department/PTA that owns the chartstring (*but not Med Finance*)

## E. Home Dean's Office signs form

- If the request is over 90 days, the form must be sent to ASRSP for approval

## F. Office for Research signature is obtained by the department if faculty member is a Director/Co-Director of a Research Center under OR

<u>Approvals</u>		
<b>A</b>	_____	_____
	TYPE Name of Person Completing Form	Date
<b>B</b>	_____	_____
	Faculty Signature (if required)	Date
<b>C</b>	_____	_____
	Authorized Dept/Center BA Signature	Date
<b>D</b>	_____	_____
	Add'l Dept/Center BA Signature (if required)	Date
<b>E</b>	_____	_____
	Authorized Home School Signature <small>(not needed if School Approver submits online)</small>	Date
<b>F</b>	_____	_____
	OR Signature (for OR Ctr Director/Co-Dir)	Date
	_____	_____
		Phone

# Approval Workflow

## HR Operations receives the request and enters it in myHR as an Additional Pay

- HR Operations will process Summer Salary requests into myHR as indicated on the form. Ensure your forms are vetted for accuracy by your department as part of your review and signature process.
- *Remember:* The completed form must arrive at HR Operations by the monthly form deadline.

<u>Approvals</u>		
<b>A</b>	_____	_____
	TYPE Name of Person Completing Form	Date Phone
<b>B</b>	_____	_____
	Faculty Signature (if required)	Date Phone
<b>C</b>	_____	_____
	Authorized Dept/Center BA Signature	Date Phone
<b>D</b>	_____	_____
	Add'l Dept/Center BA Signature (if required)	Date Phone
<b>E</b>	_____	_____
	Authorized Home School Signature	Date Phone
<b>F</b>	<small>Not needed if School Approver submits online</small>	
	_____	_____
	OR Signature (for OR Ctr Director/Co-Dir)	Date Phone

# **Online Submission: myHR Request Dashboard**

# Document Upload & Submission

## HR Operations Online Upload

- Your NetID, name, and email address will auto populate
- There is an option to add up to two additional email addresses for notifications
- Emails will be sent when the form is uploaded and when processed

# Document Upload & Submission

### Employee & Department

#### Employee's ID / Name

Check if no EmplID or Student ID

EmplID or Student ID \*

Legal First Name \*

Legal Last Name \*

Or, enter a Last and/or First Name and click **Lookup EmplID** to find the EmplID.

#### Department

HR DeptID \*

Department Name \*

Or, select a Department Name from the drop-down box and click **Lookup DeptID**.

### Additional Details

#### What are you submitting?\*

Position/Appointment Form  
 Temp Paperwork  
 Special Pay Request  
 Personal Data Update  
 Summer Salary Request Form  
 W-4 Forms Only  
 Resignation Letter (for Employee File only)  
 Add Pay (PDF Form; Only NM and Execs)

#### Effective Date of Change or Transaction

#### Is this a termination, or a retroactive change that involves pay?\*

No  Yes

### Attach & Submit Documents

#### Primary Form (0)

Summer Salary Form\*

### Submit Paperwork

- By submitting this paperwork, I confirm that all information is complete and accurate to the best of my knowledge and that appropriate signatures have been received and validated.
- I understand that all attached documents must be complete and correct, and submitted by the published deadline, to take effect on the employee's next payroll run.

**PLEASE DO NOT CLICK THE "SUBMIT" BUTTON MORE THAN ONCE.**



# Approval Workflow

- The original PDF form must be completed and signed as appropriate or email approvals attached.
- The person that submits the form through myHR is responsible for ensuring the accuracy of all signatures on the form
- If a School Approver submits the form through myHR, they do not need to sign the PDF; submission acts as their signature
- Complete information, including the 2024 form and details on the upload process, are available on the [Summer Salary Payments](#) page.

# Additional Resources

# Additional Assistance

## Summer Salary Form Questions

Karen Koehler-Davis, 1-8591, [karen-koehler@northwestern.edu](mailto:karen-koehler@northwestern.edu)  
HR Operations Data Analyst Senior

Cathy Evins, [myHR-training@northwestern.edu](mailto:myHR-training@northwestern.edu)  
myHR Training Specialist

## Ask HR

1800 Sherman Ave, 1<sup>st</sup> floor, M-F 8:30-5:00  
710 Lake Shore Drive, Room 150, W-Th 10:00-3:30  
847-491-4700, [askHR@northwestern.edu](mailto:askHR@northwestern.edu)

## [Summer Salary Payments Page](#)

## [HR Department IDs](#)