HRS402: Summer Salary

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 non-academic months:

- **Evanston 9-month Faculty**
  Dates Available: June 16 – September 15

- **Kellogg and Medill 9-month Faculty**
  Dates Available: June 1 – August 31

<table>
<thead>
<tr>
<th>Form Due to Payroll Cutoff Date:</th>
<th>Monthly Paydate:</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 9</td>
<td>June 30</td>
</tr>
<tr>
<td>July 7</td>
<td>July 29</td>
</tr>
<tr>
<td>August 5</td>
<td>August 31</td>
</tr>
<tr>
<td>September 7</td>
<td>September 30</td>
</tr>
</tbody>
</table>
Summer Salary Eligibility

Faculty with one or more 9-month appointment(s) may be eligible to receive Summer Salary:

- 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

<table>
<thead>
<tr>
<th>Contract Period</th>
<th>Summer Salary Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Eligible for: <em>up to 3 months of summer salary</em> From Sponsored Accts: <em>up to 2.5 months</em></td>
</tr>
<tr>
<td>12</td>
<td>Not Eligible</td>
</tr>
</tbody>
</table>

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
- Not the Comp Rate

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

**Maximum Summer Salary – Faculty Member #1**

<table>
<thead>
<tr>
<th>Rcd #</th>
<th>Annual Rate</th>
<th>Contract Period</th>
<th>Monthly Contract Rate (Annual / 9)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>$90,000</td>
<td>9</td>
<td>$10,000.00</td>
</tr>
</tbody>
</table>
Determining Maximum Summer Salary

The myHR **NW Current Salary** page contains the information needed for this calculation:

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

If you are using Classic Home:
Faculty and Staff Information > NW Current Salary

If you are using the myHR Administration Dashboard:
Summer Salary > NW Current Salary
Determining Maximum Summer Salary

The **myHR NW Current Salary** page:

- This employee’s maximum monthly rate for Summer Salary Request would be: $\text{10,722.23} + \text{5,361.11} + \text{5,361.11} = \text{21,444.45}\]
- 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 due to the 12-month appointment
Compliance and Considerations
Careful attention must be given to faculty earning more than the **NIH salary cap**

- NIH Cap is **$16,975/month** (effective February 10, 2022)
- Summer Salary can only charge up to the 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**

$203,700/12 months = $16,975

[Northwestern OSR guidelines](#)
**Example:** Faculty member with a 9-month appointment and $168,469 annual salary, funded by at least one NIH grant

<table>
<thead>
<tr>
<th>NIH Salary Cap Example</th>
<th>Annual Rate</th>
<th>Contract Period</th>
<th>Monthly Contract Rate</th>
<th>Charging 1 Month to NIH</th>
<th>Charging 2 Months to NIH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual Salary</td>
<td>$168,469</td>
<td>9</td>
<td>$18,718</td>
<td>$18,718</td>
<td>$37,436</td>
</tr>
<tr>
<td>2022 NIH Cap</td>
<td>$203,700</td>
<td>12</td>
<td>$16,975</td>
<td><strong>- NIH: $16,975</strong></td>
<td><strong>- NIH: $33,950</strong></td>
</tr>
<tr>
<td>“Cap Gap”</td>
<td></td>
<td></td>
<td></td>
<td>NU Fund: $1,743</td>
<td>NU Fund: $3,486</td>
</tr>
</tbody>
</table>

Only $16,975/month can come from NIH awards for Summer 2022
A maximum of **2 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.
Summer salary payments are charged to account code 60020 on the chartstring; full fringe benefits rate is charged (24.5%)

- Account code 60062 is used for Kellogg
- 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 > Position Management > Review Funding Info > View Valid Chartstrings

  If you are using the myHR Administration Dashboard:
  Summer Salary > View Valid Chartstrings
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 withhold less taxes 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 FY23 Salary
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 4th quarter
  - Summer Salary is included with any 12-month appointments when certifying Effort for 4Q2022

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)
Submitting a Summer Salary Request
Summer Salary Form

1. **Initial Request**: Requesting the first summer salary for an employee in this academic year

2. **Additional Request**: Adding another months’ payment to an existing request
   - Attach a copy of the initial request form

3. **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
4. 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

**Historical Funding Changes**: If a funding change is historical, enter a payroll journal in myHR to correct the months already paid
   • Wait until after the change form has been entered by Payroll; you will receive an email notification
   • 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
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

Request form types:
- Initial Request
- Additional Request
- Change Amount
- Change Funding
• Forms must be fully approved and received by the Payroll Office 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!*

<table>
<thead>
<tr>
<th>Form Due to Payroll Cutoff Date:</th>
<th>Monthly Paydate:</th>
</tr>
</thead>
<tbody>
<tr>
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<td>July 7</td>
<td>July 29</td>
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<tr>
<td>August 5</td>
<td>August 31</td>
</tr>
<tr>
<td>September 7</td>
<td>September 30</td>
</tr>
</tbody>
</table>
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 upon entry by HR Operations)*

<table>
<thead>
<tr>
<th>Payroll for North America &gt; Employee Pay Data USA &gt; Additional Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll for North America &gt; Employee Pay Data USA &gt; Additional Pay Distribution</td>
</tr>
</tbody>
</table>

• **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:** $147,252.60 / 9 = $16,361.40

• **Payment:** ½ monthly contract rate for June, full monthly contract rates for July and August

• **Payment funding:** Distribution is the same for all months so it may be combined for June, July and August

<table>
<thead>
<tr>
<th>Salary Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Annual Salary for 9-mo Appts:</strong> $147,252.60 / <strong>Monthly Contract Rate:</strong> $16,361.40</td>
</tr>
<tr>
<td><strong>June 16-30</strong></td>
</tr>
<tr>
<td>Total Salary</td>
</tr>
</tbody>
</table>
### Payment Amounts

<table>
<thead>
<tr>
<th>Payment Period</th>
<th>Effective Date</th>
<th>End Date</th>
<th>Flat Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>June Kellogg/Medill</td>
<td>6/1/22</td>
<td>6/30/22</td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>6/16/22</td>
<td>6/30/22</td>
<td>8,180.70</td>
</tr>
<tr>
<td>July</td>
<td>7/1/22</td>
<td>7/31/22</td>
<td>16,361.40</td>
</tr>
<tr>
<td>August</td>
<td>8/1/22</td>
<td>8/31/22</td>
<td>16,361.40</td>
</tr>
<tr>
<td>September</td>
<td>9/1/22</td>
<td>9/15/22</td>
<td></td>
</tr>
</tbody>
</table>

Grand Total: 40,903.50

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### Approvals

- **Willy Wildcat**
  - Type: Name of Person Completing Form
  - Date: 5/1/22
  - Phone: 1-2345

- 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/CDR)
  - Date
  - Phone

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### 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.

<table>
<thead>
<tr>
<th>NIH NSF</th>
<th>Fund</th>
<th>Financial Dept</th>
<th>Project</th>
<th>Activity</th>
<th>Chartfield1</th>
<th>Account</th>
<th>Percent</th>
<th>Pay Period Start Date</th>
<th>Pay Period End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>610</td>
<td>99000000</td>
<td>69912345</td>
<td>01</td>
<td>60020</td>
<td>57.0000</td>
<td></td>
<td>6/1/2022</td>
<td>8/31/2022</td>
</tr>
<tr>
<td></td>
<td>610</td>
<td>99000000</td>
<td>69922332</td>
<td>01</td>
<td>60020</td>
<td>43.0000</td>
<td></td>
<td>6/1/2022</td>
<td>8/31/2022</td>
</tr>
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</tr>
</tbody>
</table>

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**Comments:** New payment request for June, July and August with the same funding distribution for each payment.
Example 2
Additional Request: add to existing summer salary

- **Dates**: September 1 – September 15
- **Salary**: $147,252.60 / 9 = $16,361.40
- **Payment**: ½ monthly contract rate for September
- **Payment funding**: 100% distribution for September

<table>
<thead>
<tr>
<th>Salary Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Annual Salary for 9-mo Appts</strong>: $147,252.60 / <strong>Monthly Contract Rate</strong>: $16,361.40</td>
</tr>
<tr>
<td><strong>June 16-30</strong></td>
</tr>
<tr>
<td>Total New Salary</td>
</tr>
</tbody>
</table>
## Summer Salary Request Form - 2022

### Payment Amounts

<table>
<thead>
<tr>
<th>Period</th>
<th>Effective Date</th>
<th>End Date</th>
<th>Flat Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>June</td>
<td>6/1/22</td>
<td>6/30/22</td>
<td></td>
</tr>
<tr>
<td>July</td>
<td>7/1/22</td>
<td>7/31/22</td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>8/1/22</td>
<td>8/31/22</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>9/1/22</td>
<td>9/15/22</td>
<td>8,180.70</td>
</tr>
</tbody>
</table>

Grand Total: 8,180.70

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.

### 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.

<table>
<thead>
<tr>
<th>NIH NSF</th>
<th>Fund</th>
<th>Financial Dept</th>
<th>Project</th>
<th>Activity</th>
<th>Chartfield 1</th>
<th>Account</th>
<th>Percent</th>
<th>Pay Period Start Date</th>
<th>Pay Period End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>110</td>
<td>9900000</td>
<td></td>
<td></td>
<td></td>
<td>60020</td>
<td></td>
<td>100.0000</td>
<td>9/1/2022</td>
<td>9/30/2022</td>
</tr>
</tbody>
</table>

### Approvals

- **Name of Person Completing Form:** Willie Wildcat
- **Date:** 6/1/22
- **Phone:** 1-2345

### Comments

Adding September’s half-month payment to Example #1. A copy of the initial request must be included.
Example 3

Initial Request: new summer salary

• **Dates:** June 16 – August 31

• **Salary:** $167,365.80 / 9 = $18,596.20

• **Payment:** ½ 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: $167,365.80 / Monthly Contract Rate: $18,596.20 |
|---|---|---|---|---|
| **June 16-30** | **July 1-31** | **August 1-31** | **Sept 1-15** |
| Total Salary | $9,298.10 | $18,596.20 | $18,596.20 | $0 |
# Summer Salary Request Form - 2022

**Name:**
- Example #3
- Last, First, M.I.

**Employee ID:** 1234567

**Home HR Dept #:** 9999000

**Academic Base Salary:** 167,365.80

<table>
<thead>
<tr>
<th>Payment Amounts</th>
<th>Effective Date</th>
<th>End Date</th>
<th>Flat Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUNE Kellogg/Medill</td>
<td>6/1/22</td>
<td>6/30/22</td>
<td></td>
</tr>
<tr>
<td>JUNE</td>
<td>6/16/22</td>
<td>6/30/22</td>
<td>9,298.10</td>
</tr>
<tr>
<td>JULY</td>
<td>7/1/22</td>
<td>7/31/22</td>
<td>18,596.20</td>
</tr>
<tr>
<td>AUGUST</td>
<td>8/1/22</td>
<td>8/31/22</td>
<td>18,596.20</td>
</tr>
<tr>
<td>SEPTEMBER</td>
<td>9/1/22</td>
<td>9/15/22</td>
<td></td>
</tr>
</tbody>
</table>

**Grand Total:** 46,490.50

**Approvals:**

- Willie Wildcat
  - Name of Person Completing Form
  - Date: 5/1/22
  - 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
  - Date
  - Phone

- OR Signature (for Dir/Ctr-Director/D-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.

<table>
<thead>
<tr>
<th>NIH NSF</th>
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<th>Activity</th>
<th>Chartfield1</th>
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</thead>
<tbody>
<tr>
<td>610</td>
<td>9900000</td>
<td>69912345</td>
<td>01</td>
<td></td>
<td>60020</td>
<td>57.0000</td>
<td>6/1/2022</td>
<td>6/30/2022</td>
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<tr>
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<td>01</td>
<td></td>
<td>60020</td>
<td>100.0000</td>
<td>8/1/2022</td>
<td>8/31/2022</td>
<td></td>
</tr>
</tbody>
</table>

**COMMENTS:** New payment request for June, July and August with different funding distribution for each month.
Example 4

Change Funding: adjust distribution on previous request

- **Dates:** August 1 – August 31
- **Salary:** $167,365.80 / 9 = $18,596.20
- **Payment funding:** Change funding for August originally submitted in Example #3
<table>
<thead>
<tr>
<th>Payroll Only</th>
<th>Approvals</th>
<th>Payment Amounts</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Willie Wildcat</td>
<td>JUNE 6/1/22 6/30/22 Flat Amount</td>
</tr>
<tr>
<td></td>
<td></td>
<td>JUNE 6/16/22 6/30/22 Flat Amount</td>
</tr>
<tr>
<td></td>
<td></td>
<td>JULY 7/1/22 7/31/22 Flat Amount</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AUGUST 8/1/22 8/31/22 Flat Amount</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SEPTEMBER 9/1/22 9/15/22 Flat Amount</td>
</tr>
</tbody>
</table>

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.

Payment Funding:
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<th>Chartfield1</th>
<th>Account</th>
<th>Percent</th>
</tr>
</thead>
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<tr>
<td>610 9900000</td>
<td>99000400</td>
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<td>01</td>
<td></td>
<td></td>
<td>60020</td>
<td>7.5548</td>
</tr>
</tbody>
</table>

Pay Period Start Date: 8/1/2022 Pay Period End Date: 8/31/2022

COMMENTS: Changing the funding distribution from Example #3. A copy of the initial request must be attached, with a line through funding for August.
### Example 5

**Initial Request: employee on NIH grant**

<table>
<thead>
<tr>
<th>Salary Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Annual Salary for 9-mo Appts:</strong></td>
</tr>
<tr>
<td>$187,121.79</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>June 16-30</th>
<th>July 1-31</th>
<th>August 1-31</th>
<th>Sept 1-15</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Salary</strong></td>
<td>$10,395.66</td>
<td>$20,791.31</td>
<td>$20,791.31</td>
<td>$10,395.66</td>
</tr>
<tr>
<td><strong>Allowed from NIH</strong></td>
<td>$8,487.50 (81.6446%)</td>
<td>$16,975 (81.6446%)</td>
<td>$16,975 (81.6446%)</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Must be Paid from Unrestricted Funds</strong></td>
<td>18.3554%</td>
<td>18.3554%</td>
<td>18.3554%</td>
<td>100%</td>
</tr>
</tbody>
</table>

Reminder: 2022 NIH Cap = $203,700 (over 12 months), $16,975 (per month)
# Summer Salary Request Form-2022

**Name:** Example #5  
**Last, First, M.I.:**  
**Home HR Dept #:** 99900  
**Home Dept Name:** Human Resources  
**Employee ID:** 1234567  
**Academic Base Salary:** 187,121.79

### Payment Amounts

<table>
<thead>
<tr>
<th>Month</th>
<th>Effective Date</th>
<th>End Date</th>
<th>Flat Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>June</td>
<td>6/1/22</td>
<td>6/30/22</td>
<td></td>
</tr>
<tr>
<td>Kellogg/Medill</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JUNE</td>
<td>6/16/22</td>
<td>6/30/22</td>
<td>10,395.66</td>
</tr>
<tr>
<td>JULY</td>
<td>7/1/22</td>
<td>7/31/22</td>
<td>20,791.31</td>
</tr>
<tr>
<td>AUGUST</td>
<td>8/1/22</td>
<td>8/31/22</td>
<td>20,791.31</td>
</tr>
<tr>
<td>SEPTEMBER</td>
<td>9/1/22</td>
<td>9/15/22</td>
<td>10,395.66</td>
</tr>
</tbody>
</table>

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.

**Grand Total:** 62,373.94

### 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.

<table>
<thead>
<tr>
<th>NIH NSF</th>
<th>Fund</th>
<th>Financial Dept</th>
<th>Project</th>
<th>Activity</th>
<th>Chartfield1</th>
<th>Account</th>
<th>Percent</th>
<th>Pay Period Start Date</th>
<th>Pay Period End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>610</td>
<td>9900000</td>
<td>69958677</td>
<td>01</td>
<td>60020</td>
<td>81.6446</td>
<td>6/1/2022</td>
<td>8/31/2022</td>
</tr>
<tr>
<td></td>
<td></td>
<td>110</td>
<td>9900000</td>
<td>60020</td>
<td>18.3554</td>
<td>6/1/2022</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>110</td>
<td>9900000</td>
<td>60020</td>
<td>100.0000</td>
<td>9/1/2022</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COMMENTS:** New request with NIH funding, utilizing the 2022 NIH cap of $16,975 ($203,700 per year).

**Approvals**

- **Type:** Name of Person Completing Form  
  **Date:** 5/1/22  
  **Phone:** 1-2345

- **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 Off-Ctr. Director/Co-Dir)**
  **Date:**
  **Phone:**
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.
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
Approval Workflow

Payroll receives the request and enters into 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 complete form must arrive at payroll by the monthly form deadline.

### Approval Workflow

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Name of Person Completing Form</td>
</tr>
<tr>
<td>B</td>
<td>Faculty Signature (if required)</td>
</tr>
<tr>
<td>C</td>
<td>Authorized Dept/Center BA Signature</td>
</tr>
<tr>
<td>D</td>
<td>Addtl Dept/Center BA Signature (if required)</td>
</tr>
<tr>
<td>E</td>
<td>Authorized Home School Signature (if needed if School Approver submits online)</td>
</tr>
<tr>
<td>F</td>
<td>OR Signature (for OR Ctr. Director/Co-Chair)</td>
</tr>
</tbody>
</table>
Online Submission: myHR Request Dashboard
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 EmpID or Student ID
- EmpID or Student ID

- Legal First Name
- Legal Last Name

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

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 Exs)

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

Attach 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.

Submit Paperwork
Approval Workflow

• The original PDF form must be completed and signed as appropriate.

• 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 2022 form and details on the upload process, are available online.
Additional Resources
Additional Assistance

Summer Salary Form Questions
Karen Koehler-Davis, 1-8591, karen-koehler@northwestern.edu
HR Operations Data Analyst Senior

Shayna Thomason, 1-2958, s-thomason@northwestern.edu
myHR Training Specialist

Ask HR
1-4700, askHR@northwestern.edu

Summer Salary process

HR Department IDs