HRS402: Summer Salary

Anna Chapman, myHR Training Specialist

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

Summer Salary is 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 13</td>
<td>June 29</td>
</tr>
<tr>
<td>July 11</td>
<td>July 31</td>
</tr>
<tr>
<td>August 15</td>
<td>August 31</td>
</tr>
<tr>
<td>September 12</td>
<td>September 28</td>
</tr>
</tbody>
</table>
Summer Salary Form

2018 Update:
- No more “Sequence”
- Submit “Additional Request” and HR Operations will use Pay Period Start/End dates
Summer Salary Eligibility

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

<table>
<thead>
<tr>
<th>Contract Period</th>
<th>Summer Salary Eligibility</th>
</tr>
</thead>
</table>
| 9               | Eligible for: *up to 3 months of summer salary*  
From Sponsored Accts: *up to 2.5 months* |
| 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
- *Not* the Comp Rate

<table>
<thead>
<tr>
<th>Rcd #</th>
<th>Annual Rate</th>
<th>Contract Period</th>
<th>Comp Rate (Annual / 12)</th>
<th>Monthly Contract Rate (Annual / 9)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>$90,000</td>
<td>9</td>
<td>$7,500.00</td>
<td><strong>$10,000.00</strong></td>
</tr>
</tbody>
</table>

✔ This employee is eligible to receive up to **$10,000/month** for the summer salary period.
# Determining Maximum Summer Salary

<table>
<thead>
<tr>
<th>Rcd #</th>
<th>Annual Rate</th>
<th>Contract Period</th>
<th>Comp Rate (Annual / 12)</th>
<th>Monthly Contract Rate (Annual / 9)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>$120,000</td>
<td>9</td>
<td>$10,000.00</td>
<td>$13,333.33</td>
</tr>
<tr>
<td>1</td>
<td>56,000</td>
<td>9</td>
<td>4,666.67</td>
<td>6,222.22</td>
</tr>
<tr>
<td>2</td>
<td>24,000</td>
<td>½</td>
<td>2,000.00</td>
<td>2,000.00</td>
</tr>
<tr>
<td>Total</td>
<td>200,000</td>
<td></td>
<td>16,666.67</td>
<td>19,555.55</td>
</tr>
</tbody>
</table>

- Consider 9-month appointments _only_ for Summer Salary
- Calculation: Annual Salary ÷ 9 = Monthly Contract Rate

✓ This employee is eligible to receive up to $19,555.55/month
  - Maximum of $48,888.88 (2.5 months) from sponsored accounts
  - Additional $9,777.78 (0.5 month) from non-sponsored or with a Pre-Cert Form
Determining Maximum Summer Salary

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

- 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:

✓ This employee’s maximum rate for Summer Salary Request would be:

$$10,722.23 + 5,361.11 + 5,361.11 = \$21,444.45$$

- 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
NIH Salary Cap
National Institutes of Health

Careful attention must be given to faculty earning more than the NIH salary cap

- 2018 NIH Cap is $15,800/month (effective January 7, 2018)
- 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

Grants.NIH.gov
$189,600/12 months = $15,800

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>2018 NIH Cap</td>
<td>189,600</td>
<td>12</td>
<td>$15,800</td>
<td>- NIH: 15,800</td>
<td>- NIH: 31,600</td>
</tr>
<tr>
<td>“Cap Gap”</td>
<td></td>
<td></td>
<td></td>
<td>NU Fund: $2,918</td>
<td>NU Fund: $5,836</td>
</tr>
</tbody>
</table>

Only $15,800/month can come from NIH awards for Summer 2018
• A maximum of **2 months’** salary may be charged to an NSF grant for the entire fiscal year (12 months)

• **If more than 2 months will be charged, specific approval from your Dean’s office is required**

• Review employee’s salary funding for the entire year to determine how much summer salary may be charged to an NSF grant
Funding & Payroll

Summer salary payments are charged to **account code 60020** on the chartstring; full fringe benefits rate is charged (25.7%)
- Account code 60062 is used for Kellogg
- This account code must be open and valid on all chartstrings before form is submitted
- Check the myHR View Valid Chartstrings page to confirm:

  Organizational Development > Position Management > Review Funding Info > 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 in Payroll Office by the same monthly deadline

Payments for September 1-15 may be submitted separately if you wish to consider the employee’s FY19 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 4Q2018.

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

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
# Summer Salary Form

**NORTHWESTERN UNIVERSITY**

**Name:**

date, first, m.i.

**Home HR**

department#

**Home Dept**

department name:

**Employee ID:**

**Summer Salary - 2018**

**Academic Base Salary:**

- Initial Request (1)
- Change Funding
- Add I Request (+)
- Change Amount

Attach a printout of employee's current salary page from myhr.
Attach initial request form with lines through changed funding.
Submit all requests on new forms attach initial request form.

- Effective Date
- End Date
- Flat Amount
- Payroll Only

**Payment Amounts**

- June 6/1/2018 6/30/2018
- JUNE 6/16/2018 6/30/2018
- July 7/1/2018 7/31/2018
- August 8/1/2018 8/31/2018
- September 9/1/2018 9/15/2018

**Approvals**

- PRINT Name of Person Completing Form
- Date / / Phone
- Faculty Signature (if required)
- Date / / Phone
- Authorized Dept/Center BA Signature
- Date / / Phone
- Authorized Dept/Center BA Signature
- Date / / Phone
- Authorized Home School Signature
- Date / / Phone
- OR Signature (for OR Ctr Director/Co-Dir)
- Date / / Phone

**Payment Funding**

Charstring must be open for form to be considered complete.
Form will be considered late if charstring 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 Request</th>
<th>Fund</th>
<th>Financial Dept</th>
<th>Project</th>
<th>Acty Code</th>
<th>Chartfield</th>
<th>Account</th>
<th>Percent</th>
<th>Pay Period Start Date</th>
<th>Pay Period End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/2/2018</td>
<td>1/2/2018</td>
<td>1/2/2018</td>
<td>1/2/2018</td>
<td>1/2/2018</td>
<td>1/2/2018</td>
<td>1/2/2018</td>
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<td>1/2/2018</td>
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<tr>
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<td>1/2/2018</td>
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<td>1/2/2018</td>
</tr>
</tbody>
</table>

Northwestern
Summer Salary Form

1. **Initial Request**: The first summer salary request for this 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 funding change is historical, enter a payroll journal in myHR to correct the paid months

- 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 for the employee.
- Changes past 90 days require justification paperwork in addition to the online journal.
Summer Salary Form

- Forms must be fully approved and received by the Payroll Office by the regular monthly paperwork cutoff
- **If received on time**, payment is processed as Additional Pay
- **If received late**, payment will be processed on the next regular monthly payroll
- *Note: early submission is always encouraged!*

<table>
<thead>
<tr>
<th>Form Due to Payroll</th>
<th>Monthly Paydate</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 13</td>
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</tr>
<tr>
<td>July 11</td>
<td>July 31</td>
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<td>August 15</td>
<td>August 31</td>
</tr>
<tr>
<td>September 12</td>
<td>September 28</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*)

  ![Payroll for North America > Employee Pay Data USA > Additional Pay](image)
  ![Payroll for North America > Employee Pay Data USA > Additional Pay Distribution](image)

• **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, please contact your Dean’s Office or Payroll for more information
Form Examples
**Example 1**

**NORTHERN UNIVERSITY**

**Name:** Example #1  
**Employee ID:** 1234567

**Home Dept:** 999900  
**Home HR Dept:** Human Resources

**Summer Salary - 2018**

**Academic Base Salary:** $147,252.60

**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>6/1/2018</td>
<td>6/30/2018</td>
<td>$8,180.70</td>
</tr>
<tr>
<td>June</td>
<td>6/16/2018</td>
<td>6/30/2018</td>
<td></td>
</tr>
<tr>
<td>July</td>
<td>7/1/2018</td>
<td>7/31/2018</td>
<td>$16,361.40</td>
</tr>
<tr>
<td>August</td>
<td>8/1/2018</td>
<td>8/31/2018</td>
<td>$16,361.40</td>
</tr>
<tr>
<td>September</td>
<td>9/1/2018</td>
<td>9/15/2018</td>
<td></td>
</tr>
</tbody>
</table>

**Grand Total:** $40,903.50

**Payment Funding**

<table>
<thead>
<tr>
<th>NIH NSF</th>
<th>Fund</th>
<th>Financial Dept</th>
<th>Project</th>
<th>Actv Code</th>
<th>Chartfield</th>
<th>Account</th>
<th>Percent</th>
<th>Pay Period Start Date</th>
<th>Pay Period End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>610</td>
<td>990000</td>
<td>59912345</td>
<td>01</td>
<td></td>
<td>60020</td>
<td>57.00</td>
<td></td>
<td>6/01/2018</td>
<td>8/31/2018</td>
</tr>
<tr>
<td>610</td>
<td>990000</td>
<td>69922332</td>
<td>01</td>
<td></td>
<td>60020</td>
<td>43.00</td>
<td></td>
<td>6/01/2018</td>
<td>8/31/2018</td>
</tr>
</tbody>
</table>

**Approvals**

- Anna Chapman
  - Print Name of Person Completing Form: 05/01/18
  - Phone:
- Faculty Signature (if required): Date:
- Authorized Dept/Center BA Signature: Date:
- Authorized Home School Signature: Date:

**Comments:** Simple new payment request for June, July, and August with same distribution.
Example 2

NORTHEASTERN UNIVERSITY

Name: Example #2
Employee ID: 1234567
Home HR Dept #: 999900
Home Dept Name: Human Resources

Summer Salary - 2018

<table>
<thead>
<tr>
<th>Academic Base Salary:</th>
<th>147.252.60</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Initial Request</th>
<th>Change Funding</th>
<th>Addl Request</th>
<th>Change Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Payment Amounts

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>End Date</th>
<th>Flat Amount</th>
<th>Payroll Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUNE 6/1/2018</td>
<td>6/30/2018</td>
<td>8,180.70</td>
<td></td>
</tr>
<tr>
<td>JUNE 6/16/2018</td>
<td>6/30/2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>JULY 7/1/2018</td>
<td>7/31/2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUGUST 8/1/2018</td>
<td>8/31/2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SEPTEMBER 9/1/2018</td>
<td>9/15/2018</td>
<td>8,180.70</td>
<td></td>
</tr>
</tbody>
</table>

Grand Total: 8,180.70

Approvals

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anna Chapman</td>
<td>05/01/18</td>
<td>77518</td>
</tr>
</tbody>
</table>

Payment Funding

<table>
<thead>
<tr>
<th>NIH</th>
<th>NSF</th>
<th>Fund</th>
<th>Financial Dept</th>
<th>Project</th>
<th>Activity Code</th>
<th>Chartfield</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>110</td>
<td>90000000</td>
<td></td>
<td>60020</td>
<td>1000000</td>
<td>9/01/18</td>
<td>9/30/18</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Northwestern
### Example 3

#### Payment Amounts

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>End Date</th>
<th>Flat Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUNE KEEPS/MOVES</td>
<td>6/1/2018</td>
<td>6/30/2018</td>
</tr>
<tr>
<td>JUNE</td>
<td>6/16/2018</td>
<td>6/30/2018</td>
</tr>
<tr>
<td>JULY</td>
<td>7/1/2018</td>
<td>7/31/2018</td>
</tr>
<tr>
<td>AUGUST</td>
<td>8/1/2018</td>
<td>8/31/2018</td>
</tr>
<tr>
<td>SEPTEMBER</td>
<td>9/1/2018</td>
<td>9/15/2018</td>
</tr>
</tbody>
</table>

#### Payment Funding

- Chartstring must be open for form to be considered complete. Form will be considered late if chartstring is not open by cutoff date.
- These percentages will not directly relate to effort if faculty has multiple appointments with different contract periods.
- New request with different funding distribution each month.
**Example 4**

**NORTHWESTERN UNIVERSITY**

**Summer Salary - 2018**

<table>
<thead>
<tr>
<th>Name</th>
<th>Employee ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example #4</td>
<td>1234567</td>
</tr>
</tbody>
</table>

**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>6/1/2018</td>
<td>6/30/2018</td>
<td></td>
</tr>
<tr>
<td>JUNE</td>
<td>6/16/2018</td>
<td>6/30/2018</td>
<td></td>
</tr>
<tr>
<td>JULY</td>
<td>7/1/2018</td>
<td>7/31/2018</td>
<td></td>
</tr>
<tr>
<td>AUGUST</td>
<td>8/1/2018</td>
<td>8/31/2018</td>
<td></td>
</tr>
<tr>
<td>SEPTEMBER</td>
<td>9/1/2018</td>
<td>9/15/2018</td>
<td></td>
</tr>
</tbody>
</table>

**Approvals**

- Anna Chapman
  - PRINT Name of Person Completing Form: 05/01/18 77518
  - Date: 05/01/18
  - Phone: 77518

**Payment Funding**

<table>
<thead>
<tr>
<th>NIH NSF</th>
<th>Fund</th>
<th>Financial Dept</th>
<th>Project</th>
<th>Acty Code</th>
<th>Chartfield</th>
<th>Account</th>
<th>Percent</th>
<th>Pay Period Start Date</th>
<th>Pay Period End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>610</td>
<td>990000</td>
<td>69900400</td>
<td>01</td>
<td></td>
<td>60020</td>
<td>92.4452</td>
<td>8/01/18</td>
<td>8/31/18</td>
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</tr>
<tr>
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<td>64400123</td>
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<td></td>
<td>60020</td>
<td>07.5548</td>
<td>8/01/18</td>
<td>8/31/18</td>
<td></td>
</tr>
</tbody>
</table>

**COMMENTS:** Changing the funding distribution from Example #3; attach copy of initial request with line through August funding.
## Example 5

**NORTHERN UNIVERSITY**

**Summer Salary - 2018**

<table>
<thead>
<tr>
<th>Name: Example #5</th>
<th>Employee ID: 1234567</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home HR Dept #: 999990</td>
<td>Home Dept Name: Human Resources</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</td>
<td>6/1/2018</td>
<td>6/30/2018</td>
<td>62,373.94</td>
</tr>
<tr>
<td>JUNE</td>
<td>6/16/2018</td>
<td>6/30/2018</td>
<td>10,395.66</td>
</tr>
<tr>
<td>JULY</td>
<td>7/1/2018</td>
<td>7/31/2018</td>
<td>20,791.31</td>
</tr>
<tr>
<td>AUGUST</td>
<td>8/1/2018</td>
<td>8/31/2018</td>
<td>20,791.31</td>
</tr>
<tr>
<td>SEPTEMBER</td>
<td>9/1/2018</td>
<td>9/15/2018</td>
<td>10,365.66</td>
</tr>
</tbody>
</table>

**Approvals**

- **Anna Chapman**
  - Payroll Only: 05/01/18
  - Initial Request (1)
  - Add't Request (+)
  - Change Funding
  - Change Amount

**Payment Funding**

<table>
<thead>
<tr>
<th>NIH NSF</th>
<th>Fund</th>
<th>Financial Dept</th>
<th>Project</th>
<th>Acty Code</th>
<th>Chartfield</th>
<th>Account</th>
<th>Percent</th>
<th>Pay Period Start Date</th>
<th>Pay Period End Date</th>
</tr>
</thead>
<tbody>
<tr>
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<td>99000000</td>
<td>5958677</td>
<td>01</td>
<td>60020</td>
<td>75.9933</td>
<td>6/01/18</td>
<td>8/31/18</td>
<td></td>
</tr>
</tbody>
</table>

**COMMENTS:** New request with NIH funding, utilizing the 2018 NIH cap of $15,800 ($189,600 per year).
Summer Salary Request Approval Workflow
Approval Workflow

1. **Preparer of the request prints, signs, and dates the form (A)**
   - If your school requires the Faculty member’s signature/email approval (B), it is the responsibility of the Home Department to obtain or attach the signature.

   **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.
Approval Workflow

2. Departmental Signatures are Obtained
   
   – Department/Center Business Administrator signs the form (C)
   
   – If other departments/schools involved, they must sign the form (D)
     
     • Outside signatures may be accepted as a scan, as long as there is one wet signature on 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)
   
   – A signature from Office for Research is obtained by the department if faculty member is a Director/Co-Director of a Research Center under OR (F)
Approval Workflow

3. Home Department sends form to home Dean’s Office
   – All internal and external department, school, faculty (if req’d) and OR signatures must be received first

4. Home Dean’s Office signs form (E) and form is forwarded to Payroll
   – If the request is over 90 days, the form must be sent to ASRSP for approval.
Approval Workflow

5. Payroll receives the request and enters into myHR as an Additional Pay
   – Remember: The complete form must arrive at payroll by the monthly form deadline
   – Allow 7 business days for Payroll to process the request before available in myHR
Online Submission: myHR Request Dashboard
Summer Salary Form Submission

Tip: If you are having trouble with this form, try closing and re-opening your browser.

Instructions
Before submitting this request, ensure that you are ready to attach the completed and signed Summer Salary Request Form. Additional documentation may be included if necessary. If you are the authorized Home School Approver for this request, you do not need to sign the form. Submitting this request doubles as your approval.

Submitter
- Your NetID: cms37
- Your Name: Chris Tondini
- Your Email: tondini@northwestern.edu
- Would you like updates regarding this request? Yes ☐ No ☑

Faculty Member
- Enter information for the faculty member receiving Summer Salary.
- Faculty Member's EmplID:
- Faculty Member's First Name:
- Faculty Member's Last Name:

Form Upload
- Summer Salary Form & Additional Documentation
- Attach Summer Salary Form

Submit Request
By submitting this request, I confirm that all information is complete and accurate. Appropriate signatures have been received and validated.
- Submit Request
Approval Workflow

- The original PDF form still 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.
- The following people will have access to submit the form through myHR:
  - “School Approvers” for Summer Salary requests
  - Any other administrator that is authorized by the School Approvers by emailing anna.chapman@northwestern.edu
- If a “School Approver” submits the form through myHR, they do not need to sign the PDF; submission acts as their signature.
Approval Workflow

- Summer Salary School Approvers will receive communication once the myHR Request Dashboard is live
- Complete information, including the 2018 form and details on the upload process, will be published online
Additional Resources
Additional Assistance

Open Lab Schedule
Salary Training Open Lab Crown – G593
2:30-4:30pm

Thursday 5/17
Wednesday 6/6
Thursday 6/14
Wednesday 7/11
Wednesday 8/1
Additional Assistance

**Summer Salary Form Questions**
Karen Koehler-Davis, 1-8591, karen-koehler@northwestern.edu

Anna Chapman, 7-7518, anna.chapman@northwestern.edu

**Online Resources (Code Lists, Forms, Deadlines)**
www.northwestern.edu/hr/myHR

**myHR Helpdesk**
7-4800, myHRhelp@northwestern.edu
Questions?