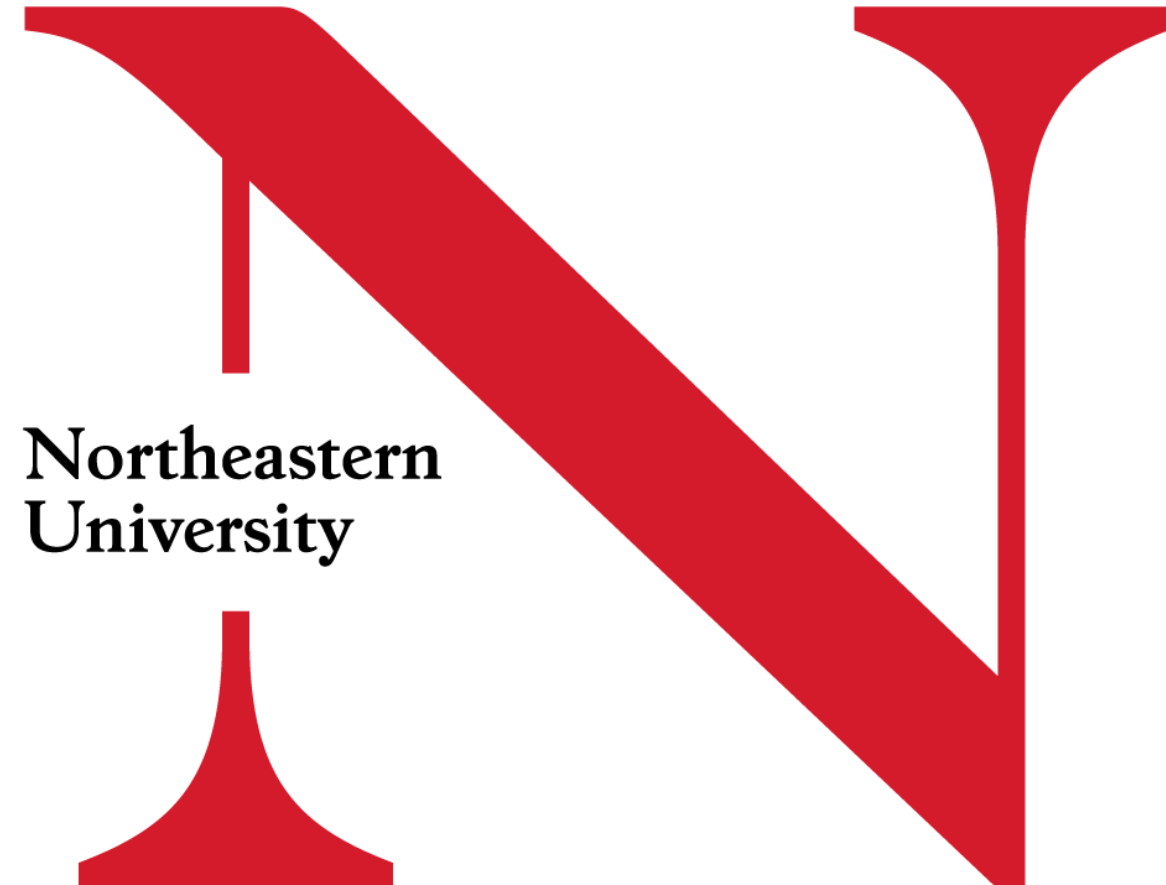


Learn More: Calculating Summer Salary

April 22, 2020



**Northeastern
University**

Agenda

1. IBS Policy & Basics
2. Earnings Cap of 3.2 months
3. Covid-19 questions and documentation
4. Payroll Deadlines
5. Examples using Extra Compensation Calculator

Policy & Basics

Institutional Base Salary (IBS): total annual compensation paid by Northeastern for an individual's appointment(s), whether that individual's time is spent on research, teaching, administration, or other activities. IBS includes regular salary as well as administrative and endowed supplements for additional appointment(s) such as dean, chair, and/or center or institute director.

Summer Salary (May-August 2020) :

- The maximum allowable total earnings during the summer per University policy is 3.2 months regardless of the source of funding. Faculty who hold supplemental administrative appointments should confirm with NU-RES for allowable SSOG in conjunction with their total professional activities during the summer.
- 8-Month Faculty Appointment: monthly rate is determined by dividing the academic appointment salary by the term of the appointment (i.e. 8 months) and then multiplying that monthly compensation amount by the percent effort per summer month for the work performed. This comes through on an extra comp form.
- Supplemental Administrative Appointment: monthly rate is determined by dividing the administrative appointment annual compensation divided by 12. *This is processed through a PDC adjustment. This must be submitted with the extra comp form and is reviewed together.*
- Salary Caps or Limitations: Some federal sponsors, like the NIH, have policies that cap or limit salary charges to federal awards, which will also apply to summer salary charged to the award. FY2020 NIH salary cap is \$197,300.

Earnings Cap of 3.2 months

EXAMPLE: Dr. Z has an 8-month appointment at a salary of \$80,000 and a 12-month appointment as Chair with an administrative supplement of \$12,000. Dr. Z will devote most of his effort during the summer conducting grant-funded research. After consultation, his effort is determined to be no more than **3.12*** months on extramurally funded research activities.

**Please note that the 3.12 months of effort will change in each case. Work with NU-RES to determine the appropriate amount of effort.*

	Salary	Base Months	Prorate	
Academic Year	80,000	8	10,000.00	
Administrative Stipend	12,000	12	1,000.00	
			11,000.00	New IBS

Total Summer Months	3.2	35,200.00	Max Earnings
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CAP CALCULATOR

35,200	Total capped earnings during the summer
4,000	Remove all stipend amounts for now
31,200	Total maximum allowed in summer for Academic component
10,000	Divide by the academic monthly rate
3.120	New monthly Cap, to be applied to stipend as well

Before Cap (Incorrect)

XC form	\$ 32,000	= 10,000 x 3.2 months
Stipend	\$ 4,000	
Total	\$ 36,000	Exceeds Max Earning

After Cap (using Faculty CAPPED Calculator)

XC form	\$ 31,200	= 10,000 x 3.120 months
Stipend	\$ 4,000	
Total	\$ 35,200	Max Earning

COVID-19 Questions

- Awarding agencies must require recipients to maintain appropriate records and cost documentation as required by 2 CFR § 200.302 - Financial management and 2 CFR § 200.333 - Retention requirement of records to substantiate the charging of any salaries and other project activities costs related to interruption of operations or services.
- In order to review, approve and process summer salary requests, please provide responses to the following question:
 1. Please indicate (**Yes/No**), for each of the extramurally-funded projects that you will be charging salary support to, whether or not that project is directly impacted by COVID-19, (e.g., loss of operations/access to labs or ability to travel).
 - 1a. If **Yes**, please provide a short description of the impact, using the Description of Work Rationale box (section 2 on the *Extra Compensation Request Form*) and how you will continue your research efforts while working remotely or with limited or restricted access.
- Updates on COVID-19 are provided at both the [University level](#), and on the [Research home page](#)

COVID-19 Responses

Index 5XXXX1 – YES

- Yes, the grant is being impacted. We are not able to collect new data at this time. However, the research team is still meeting regularly via Zoom. We are working remotely on processing and analyzing the data we have collected so far. I will continue to be involved remotely in the processing and analysis of behavioral tasks collected in the lab and in the scanner, as well as planning for completion of the project once we are able to again collect data.

Index 5XXXX2 – YES

- Yes. The project is somewhat affected. There is 1 aim of the grant which is all secondary analysis of a de-identified data set. So that part of the project will continue to move forward without being affected. The other aim is a RCT so we are not able to do data collection. Instead we are writing a protocol manuscript to submit to a peer-reviewed journal and will work on processing of the data that we already collected.

Index 5XXXX3– NO

- Our research is theoretical and computational in nature. As such, we do not need physical access to equipment. Students and postdocs are working remotely from home. We hold group meetings on MS Teams twice a week (Tuesdays and Fridays), and I hold one on one meetings with each of my students and postdocs at least once a week. We are also in permanent communication with each other via MS Teams and email. We use Overleaf for on-line collaboration on manuscripts and MS Teams as a message board and to share information. So far, our research has not been impacted in a meaningful way by the current health crisis.

NU-RES Finance will follow up on responses that are missing or unclear:

- We anticipate all personnel working on the project to resume their normal schedules when the University reopens.

Submission Deadlines

- Payroll information is due to HRM by the deadline dates listed below:

SEMI-MONTHLY SCHEDULE

PAY DATE	DEADLINE
5/15/2020	5/01/2020
5/29/2020	5/15/2020
6/15/2020	6/01/2020
6/30/2020	6/15/2020
7/15/2020	6/30/2020
7/31/2020	7/17/2020
8/14/2020	8/03/2020
8/31/2020	8/18/2020

https://www.northeastern.edu/hrm/pdfs/hr-payroll/PayrollSchedule2020_2021.pdf

- Forms should be received by NU-RES Finance at least **5 days** prior to Payroll deadline

Examples

- Example 1: Dr. A with 8-month faculty appointment (100% effort over 3.2 months)
- Example 2: Dr. B with 8-month faculty appointment and supplemental administrative appointment (100% effort over 3.2 months | Sources = NSF and DOD)
- Example 3: Dr. C with 8-month faculty appointment and supplemental administrative appointment (100% effort over 2.0 months | Sources = NIH and NSF)
(100% effort over 3.2 months | Sources = NIH and NSF)

[Extra Compensation Calculator](#) (template)

Resources

- [Policy on Institutional Base for Extramurally-Funded Sponsored Projects](#)
- [Guidelines for Calculating Summer Salary Charged to Extramurally-Funded Research and Sponsored Programs](#)
- [Payroll Processing Schedule 2020 – 2021](#)
- [Extra Compensation Calculator](#)