Quick Reference Guide: Maymester Pay

NOTE: Use the *Quick Reference Guide for Initiators* for step-by-step instructions to create a payment request.

About Maymester Pay

- Maymester and Summer Pay will be available only to contract faculty; that is, individuals on the Academic payroll (pay group = AM1).
- Payments to individuals not on the Academic payroll will be paid via the Lump Sum Payment (LMP) earnings code or other codes as determined by the Provost’s Office of Finance and Administration in conjunction with HR Processing.
- A separate earnings code (MAY) has been established for Maymester pay.
- For any given summer of “work”, all payments (both Maymester and Summer Pay) must be processed between 1/1 and 12/31 of the calendar year.

Business Rules for Maymester Pay

The ePAC Additional Pay module has specific business rules related to both Maymester and Summer Faculty Pay (SMR).

- For compliance purposes, Maymester Pay and Summer Pay amounts are combined for business rule edits.
- All payments for Maymester (MAY) come from Vanderbilt funds only.
- Federal or State funding may NOT be used used for Maymester pay.
- There is no effort reporting for May since grant-supported summer salary is not allowed for Maymester pay.
- For any given summer of “work”, all payments (both Maymester and Summer Pay) must be processed between 1/1 and 12/31 of the calendar year.

- **1/9th RULE.** For any given Maymester/Summer Pay payment request, an individual should not receive more than 1/9th of their Annual Base Benefits Rate (“ABBR”). There can be exceptions to the 1/9th rule for any month. No exceptions are allowed if the individual is paid through Federal funds.
  - **NOTE:** Faculty may be on leave and still be eligible for Summer Pay. They will likely be on leave without benefits, so their salary as well as their ABBR will be $0. *Payments for individuals with a $0 ABBR can only be processed via a paper Payroll Correction Request.*

- **2/9ths RULE.** No more than 2/9ths of Summer Pay may come from VU funds. In certain situations, the Dean’s office for a college/school may request an exception to this rule. Maymester payments count towards the 2/9ths rule.

- **Overlap between Pay Periods.** Maymester overlaps with two pay periods – April 16 – May 15 (Academic Year) and May 16 – June 15 (Summer Pay).
  - Care should be used when processing payments that a faculty member is not paid twice for the same time period.
  - Faculty members paid from federal or state-funded centers in either the April 16–May 15 and/or May 16–June 15 pay periods typically should NOT receive payment for Maymester. There can be a few exceptions. Questions should be routed to the individual’s college/school Business Officer.

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2 These requests are routed to the Vice Provost for Faculty (Tim McNamara as of November 2012) as the designee for the Provost.