Quick Reference Guide: Summer Faculty Pay


About Summer Faculty Pay

- Summer and Maymester 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.
- 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 Summer Faculty Pay

The ePAC Additional Pay module has specific business rules related to both Summer (SMR) and Maymester (MAY) pay. For further details, see Appendix 3 of the ePAC Additional Pay Users Guide.

- For compliance purposes, Maymester Pay and Summer Pay amounts are combined for business rule edits.
- For any given summer of “work”, all payments (both Summer and Maymester Pay) must be processed between 1/1 and 12/31 of the calendar year.
- The system does not allow you to select the default distribution for Summer Pay. You may only select Override Distribution and must enter the center number(s) which fund the payment.
- 1/9th RULE. For any given Summer/Maymester 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.
- 2/9th RULE. No more than 2/9ths of Summer Pay may come from VU funds.¹ In certain situations, the Dean’s office for a college/school may request an exception to this rule². Maymester payments count towards the 2/9ths rule.
- 3/9th RULE. A faculty member cannot receive more than 3/9ths of his/her ABBR in the form of Maymester plus Summer Pay, regardless of their funding sources. There are NO exceptions to the 3/9ths rule.
- 85% POLICY. The “85% Policy” applies to faculty who wish to charge more than 85% of three months summer effort to federal sources. Upon written approval by the Provost, the faculty member may be paid more than 85% from federal sources provided he/she can provide appropriate certification of planned effort. This agreement must be put in writing and attached along with the dean’s approval to the payment request.
- Job Codes. All summer pay is paid using Job Code 9920. If there is cost sharing involved, job code 9910 is used.
- Overlap between Pay Periods. Summer Pay can overlaps with Maymester 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.

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