

*Academic Personnel Records*  
Provost's Office

## **Summer 2024 Appointments**

Payroll Deadlines:

- May 7 – Provost Deadline for May payroll**
- May 10 – Payroll Deadline for May payroll
- June 4 – Provost Deadline for June payroll**
- June 7 – Payroll Deadline for June payroll
- July 2 – Provost Deadline for July payroll**
- July 5 – Payroll Deadline for July payroll
- July 30 – Provost Deadline for August payroll**
- August 2 – Payroll Deadline for August payroll

Regents Deadlines: **TBD – Provost Deadline** for June 20-21 meeting

### **Summer Money Calculation:**

9-month faculty salaries may be no more than one-ninth of the contract salary annual rate in a given month. The following is an example of how to calculate the amount of summer money a faculty can receive in May, June, July or August.

Calculating Salary for May or August  
Annual Rate of Pay divided by 9, divided by 2  
( $\$55,000 / 9 = 6,111.11 / 2 = 3,055.55$  for May or August)

Calculating Salary for June or July  
Annual Rate of Pay divided by 9  
( $\$55,000 / 9 = 6,111.11$  for June or July)

Please use the **budgeted rate** for calculating summer money and not the annual rate of pay; the annual rate amount could reflect a blended rate depending on salary changes during the year. Both the budgeted rate and annual rate are located in PeopleSoft on the Job Data page under the 'Compensation' tab. Colleges are given the discretion of allowing July and half of August to be paid to faculty receiving ranked promotion increases at their new rate. These increases will not be updated on the budgeted rate until the beginning of the upcoming academic year/contract cycle.

### **Summer appointments:**

9-month faculty summer teaching: Additional pay with earning codes of SUM and use account code 511040 for full time faculty.

12-month faculty: Remain in their normal account code during the summer for teaching, research, or administrative duties.

GAs: GRAs are transferred to GTA position, if they are teaching. GTA position numbers should remain in 521541 account code.

**Note: to avoid delays, please avoid holding items until deadlines by submitting to Payroll as quickly as possible.**