HRS402: Summer Salary

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

Additional payment to faculty members for work performed during their three non-academic months:

- **Evanston 9-month Faculty**
  - **Dates Available:** June 16 – Sept 15
  - Half June, all July, all Aug, half Sept

- **Kellogg and Medill 9-month Faculty**
  - **Dates Available:** June 1 – August 31
  - All June, July, and Aug

<table>
<thead>
<tr>
<th>2024 Form Due to Payroll Cutoff Dates:</th>
<th>2024 Monthly Paydates:</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 5</td>
<td>June 28</td>
</tr>
<tr>
<td>July 5</td>
<td>July 31</td>
</tr>
<tr>
<td>August 5</td>
<td>August 30</td>
</tr>
<tr>
<td>September 5</td>
<td>September 30</td>
</tr>
</tbody>
</table>
Summer Salary Eligibility

Faculty with one or more 9-month appointments may be eligible to receive Summer Salary:

- 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

<table>
<thead>
<tr>
<th>Contract Period</th>
<th>Summer Salary Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Eligible for: <em>up to 3 months of summer salary</em> From Sponsored Accts: <em>up to 2.5 months</em></td>
</tr>
<tr>
<td>12</td>
<td>Not Eligible</td>
</tr>
</tbody>
</table>

*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 = Maximum Monthly Contract Rate
- **Do Not use the Comp Rate**

<table>
<thead>
<tr>
<th>Maximum Monthly Summer Salary</th>
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</thead>
<tbody>
<tr>
<td>Rcd #</td>
</tr>
<tr>
<td>-------</td>
</tr>
<tr>
<td>0</td>
</tr>
</tbody>
</table>

- This employee is eligible to receive up to **$10,000/month** for the summer salary period.
  - Maximum of **$25,000** (2.5 months) from sponsored accounts
  - Additional **$5,000** (0.5 month) from non-sponsored or with a [Pre-Cert Form](#)
Determining Maximum Summer Salary

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

- **If you are using Classic Home:** Faculty and Staff Information > NW Current Salary
- **If you are using the myHR Administration Dashboard:** Summer Salary folder > NW Current Salary

- 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:

Consider only the 9-month contract academic monthly contract rates when calculating maximum Summer Salary. This employee’s maximum monthly rate for Summer Salary Request would be: $10,722.23 + 5,361.11 + 5,361.11 = $21,444.45
Compliance and Considerations
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 Summer Reporting Period (SUM2024)
  - Summer Salary is included with any 12-month appointments when certifying Effort for SUM2024

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)
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 since it does not include payment from the 12-month appointment.
Careful attention must be given to faculty receive payments from at least one NIH grant. Their pay from that grant may not exceed the **NIH salary cap**

- NIH Cap is $221,900 per year or **$18,491.67 per month** (effective January 1, 2024)
- Summer Salary can only charge up to the monthly 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**
- Use the [Salary Cap Calculator Tool](#)

[Northwestern OSR guidelines](#)
Example: Faculty member with a 9-month appointment and $180,000 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>$180,000</td>
<td>9</td>
<td>$20,000</td>
<td>$20,000.00</td>
<td>$40,000.00</td>
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<tr>
<td>2024 NIH Cap</td>
<td>$221,900</td>
<td>12</td>
<td>$18,491.67</td>
<td>- NIH: $18,491.67</td>
<td>- NIH: $36,983.34</td>
</tr>
<tr>
<td>“Cap Gap”</td>
<td></td>
<td></td>
<td></td>
<td>Unrestricted Fund:</td>
<td>Unrestricted Fund:</td>
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<tr>
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<td></td>
<td></td>
<td></td>
<td>$1,508.33</td>
<td>$3,016.66</td>
</tr>
</tbody>
</table>

Only $18,491.67/month can come from NIH awards for Summer 2024
NSF Grant Limits

National Science Foundation

• A maximum of **two months’** salary may be charged to an NSF grant for the entire fiscal year.
  • If you have already charged 2 months’ salary to an NSF grant, it cannot be used for Summer Salary.

• Review salary funding for the entire year for the employee to determine how much summer salary, if any, may be charged to an NSF grant.

• If more than 2 months will be charged, it must be specifically approved by NSF in the award.

To review salary funding, use PED BY HR DEPARTMENT OR EMPLOYEE.

---

myHR Administration Dashboard:
Summer Salary folder > PED by HR Department or Employee
Summer salary payments are charged to **account code 60020** on the chartstring; full fringe benefits rate is charged.

- Appropriate account code must be open and valid on all chartstrings before form is submitted
- Check the myHR View Valid Chartstrings page to confirm:

<table>
<thead>
<tr>
<th>If you are using Classic Home:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organizational Development &gt; Review Funding Info &gt; View Valid Chartstrings</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If you are using the myHR Administration Dashboard:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Salary &gt; View Valid Chartstrings</td>
</tr>
</tbody>
</table>

**Funding & Payroll**
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 adjust tax withholding during the summer months
• W-4s are due by the same monthly deadline as the Summer Salary Request

Payments for September 1-15 may be submitted separately if you wish to consider the employee’s new FY25 Salary.
Submitting a Summer Salary Request
# Summer Salary Request Form

## 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>6/1/24</td>
<td>6/30/24</td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>6/16/24</td>
<td>6/30/24</td>
<td></td>
</tr>
<tr>
<td>July</td>
<td>7/1/24</td>
<td>7/31/24</td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>8/1/24</td>
<td>8/31/24</td>
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</tr>
<tr>
<td>September</td>
<td>9/1/24</td>
<td>9/15/24</td>
<td>0.00</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 cut-off date. These percentages will not directly relate to effort if faculty has multiple paid appointments with different contract periods.

**Approvals**

- Type of Person Completing Form: [ ]
- Name: [ ]
- Date: ____________
- Phone: ____________
- Faculty Signature (if required): [ ]
- Date: ____________
- Phone: ____________
- Authorized Dept/Center BA Signature: [ ]
- Date: ____________
- Phone: ____________
- Add'l Dept/Center BA Signature (if required): [ ]
- Date: ____________
- Phone: ____________
- Authorized Home School Signature (not needed if School Appointee submits online): [ ]
- Date: ____________
- Phone: ____________
- OR Signature (for Off-Ctr Directory/Co-Dir): [ ]
- Date: ____________
- Phone: ____________

**Comments:**

Submit this completed/signed form to HR Operations online. The submitter confirms that all information is complete and accurate and appropriate signatures have been received and validated.
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*

**In top right corner:**
4 different options for type of request
Summer Salary Form

**Initial Request:** Requesting the first summer salary for an employee in this academic year

**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

**Additional Request:** Adding another months’ payment to an existing request.
Attach a copy of the initial request form

**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
Summer Salary Form

Change Funding

**Historical Funding Changes**: If the requested change to a funding source is for a payment that has already been made, a payroll journal is required.

- Wait until you have received the email notification that the change has been entered by HR Operations
- Then enter the journal through the “Enter Journals” page using the correct Employee record number for the employee
- Changes past 90 days require justification paperwork in addition to the online journal

If you are using Classic Home:
Organizational Development > Enter Journals

If you are using the myHR Administration Dashboard:
Funding and Pay > Enter Journals
Summer Salary Form Deadlines

• Forms must be fully approved and received by the HR Operations Team by the regular monthly paperwork cutoff.

• All Summer Salary payments are processed as Additional Pay. **If received late**, payment will be processed on the next regular monthly payroll as Additional Pay.

• **Note: early submission is always encouraged!**

<table>
<thead>
<tr>
<th>Form Due to HR Ops Cutoff Date</th>
<th>Monthly Paydate</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 5</td>
<td>June 28</td>
</tr>
<tr>
<td>July 5</td>
<td>July 31</td>
</tr>
<tr>
<td>August 5</td>
<td>August 30</td>
</tr>
<tr>
<td>September 5</td>
<td>September 30</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 after entry by HR Operations)*

  Classic Home: Payroll for North America > Employee Pay Data USA > Additional Pay

  myHR Admin > Summer Salary > Additional Pay Distribution

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

Initial Request: New Summer Salary

- **Dates**: June 16 – August 31
- **Salary**: Annual Academic Salary from 9-month contract $180,000
- **Payment**: ½ monthly contract rate for June, full monthly contract rates for July and August
- **Payment funding**: 53% from one source and 47% from another. Distribution is the same for all months so it may be combined for June, July and August

<table>
<thead>
<tr>
<th>Salary Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Annual Salary for 9-mo Appts:</strong> $180,000</td>
</tr>
<tr>
<td>June 16-30</td>
</tr>
<tr>
<td>Total Salary</td>
</tr>
</tbody>
</table>
# Summer Salary Request Form - 2024

**NORTHWESTERN UNIVERSITY**

### Payment Amounts

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>End Date</th>
<th>Flat Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>June</td>
<td>6/1/24</td>
<td>6/30/24</td>
</tr>
<tr>
<td>JUNE</td>
<td>6/16/24</td>
<td>6/30/24</td>
</tr>
<tr>
<td>July</td>
<td>7/1/24</td>
<td>7/31/24</td>
</tr>
<tr>
<td>August</td>
<td>8/1/24</td>
<td>8/31/24</td>
</tr>
<tr>
<td>September</td>
<td>9/1/24</td>
<td>9/15/24</td>
</tr>
</tbody>
</table>

**Total:** $50,000.00

### Payment Funding

Chartstring must be open for form to be considered complete. Form will be considered late if chartstring 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</th>
<th>Fund</th>
<th>Financial Dept</th>
<th>Project</th>
<th>Activity</th>
<th>Chartfield1</th>
<th>Account</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>610</td>
<td></td>
<td>9900000</td>
<td>69912345</td>
<td>01</td>
<td>60020</td>
<td>57.0000</td>
<td></td>
</tr>
<tr>
<td>610</td>
<td></td>
<td>9900000</td>
<td>69912345</td>
<td>01</td>
<td>60020</td>
<td>43.0000</td>
<td></td>
</tr>
</tbody>
</table>

**Comments:** New payment request for June, July and August with the same funding distribution for each payment.

Submit this completed/signed form to HR Operations online. The submitter confirms that all information is complete and accurate and appropriate signatures have been received and validated.
Example 2

Additional Request: Add to Existing Summer Salary

- **Dates:** September 1 – September 15
- **Salary:** $180,000 / 9 = $20,000
- **Payment:** ½ monthly contract rate for September
- **Payment funding:** 100% distribution for September

### Salary Calculation

<table>
<thead>
<tr>
<th>Salary Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Salary for 9-mo Appts: $180,000 / Monthly Contract Rate: $20,000</td>
</tr>
<tr>
<td>June 16-30</td>
</tr>
<tr>
<td>Total New Salary</td>
</tr>
</tbody>
</table>
NORTWESTERN UNIVERSITY

Summer Salary Request Form-2024

Name: Example #2
Employee ID: 1234567
Academic Base Salary: 180,000.00
Home HR Dept #: 999000
Home Dept Name: Human Resources

<table>
<thead>
<tr>
<th>Payment Amounts</th>
<th>Effective Date</th>
<th>End Date</th>
<th>Flat Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUNE KELLOGG/MIOLL</td>
<td>6/1/24</td>
<td>6/30/24</td>
<td></td>
</tr>
<tr>
<td>JUNE</td>
<td>6/16/24</td>
<td>6/30/24</td>
<td></td>
</tr>
<tr>
<td>JULY</td>
<td>7/1/24</td>
<td>7/31/24</td>
<td></td>
</tr>
<tr>
<td>AUGUST</td>
<td>8/1/24</td>
<td>8/31/24</td>
<td></td>
</tr>
<tr>
<td>SEPTEMBER</td>
<td>9/1/24</td>
<td>9/15/24</td>
<td>10,000.00</td>
</tr>
</tbody>
</table>

If over 2.5 months’ salary is being requested and is grant funded, a completed pre-certification form signed by faculty, chair/division chief, dean and VPR must be attached.

<table>
<thead>
<tr>
<th>Approvals</th>
<th>Payroll Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Willie Wildcat</td>
<td>Date: 6/1/24, Phone: 1-3245</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payment Funding</th>
<th>Chartstring must be open for form to be considered complete. Form will be considered late if Chartstring 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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NIH NSF Fund</td>
<td>Financial Dept</td>
</tr>
<tr>
<td>610</td>
<td>9900000</td>
</tr>
</tbody>
</table>

COMMENTS: Adding September’s half-month payment to Example #1. A copy of the initial request must be included.
Example 3
Initial Request: New Summer Salary

• **Dates:** June 16 – August 31

• **Salary:** $103,500 / 9 = $11,500

• **Payment:** ½ monthly contract rate for June, full monthly contract rates for July and August

• **Payment funding:** Distribution is different for each month

<table>
<thead>
<tr>
<th>Salary Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Annual Salary for 9-mo Appts:</strong> $103,500</td>
</tr>
<tr>
<td>June 16-30</td>
</tr>
<tr>
<td>Total Salary</td>
</tr>
</tbody>
</table>
### Summer Salary Request Form-2024

**Name:** Example #3  
**Employee ID:** 1234567  
**Academic Base Salary:** 103,500.00

**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>
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<tr>
<td>July</td>
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<tr>
<td>August</td>
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<td>8/31/24</td>
<td>11,500.00</td>
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<tr>
<td>September</td>
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<td>9/15/24</td>
<td>11,500.00</td>
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</tbody>
</table>

*Grand Total: 28,750.00*

**Payment Funding**

<table>
<thead>
<tr>
<th>NIH NSF</th>
<th>Fund</th>
<th>Financial Dept</th>
<th>Project</th>
<th>Activity</th>
<th>Chartfield1</th>
<th>Account</th>
<th>Percent</th>
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</thead>
<tbody>
<tr>
<td>610</td>
<td>9900000</td>
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<td>100.0000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COMMENTS:** New payment request for June, July and August with different funding distribution for each month.

**Approvals**

- Willie Wildcat  
  - Type: Name of Person Completing Form  
  - Date: 5/1/24  
  - Phone: 1-3245

- Signature fields for:  
  - Faculty Signature (if required)  
  - Authorized Dept/Center BA Signature  
  - Add'l Dept/Center BA Signature (if required)  
  - Authorized Home School Signature (not needed if School Approver submits online)  
  - OR Signature (for OR Dir/Dean/Div Dir)

**Note:** Chartstring must be open for form to be considered complete. Form will be considered late if chartstring 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.
Example 4

Change Funding: Adjust distribution on previous request

- **Dates:** August 1 – August 31
- **Salary:** $103,500 / 9 = $11,500
- **Payment funding:** Change funding for August originally submitted in Example #3
### Payment Amounts

<table>
<thead>
<tr>
<th>Payment Month</th>
<th>Effective Date</th>
<th>End Date</th>
<th>Flat Amount</th>
</tr>
</thead>
<tbody>
<tr>
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<td>6/1/24</td>
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</tr>
<tr>
<td>JUNE</td>
<td>6/16/24</td>
<td>6/30/24</td>
<td></td>
</tr>
<tr>
<td>JULY</td>
<td>7/1/24</td>
<td>7/31/24</td>
<td></td>
</tr>
<tr>
<td>AUGUST</td>
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<td>8/31/24</td>
<td></td>
</tr>
<tr>
<td>SEPTEMBER</td>
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</table>

Grand Total: 0.00

### Payment Funding

<table>
<thead>
<tr>
<th>NIH NSF</th>
<th>Fund</th>
<th>Financial Dept</th>
<th>Project</th>
<th>Activity</th>
<th>Chartfield1</th>
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<td>41.500</td>
<td></td>
<td>8/1/2024</td>
<td>8/31/2024</td>
</tr>
</tbody>
</table>

Comments: Changing the funding distribution from Example #3. A copy of the initial request must be attached, with a line through funding for August.
Example 5

Initial Request: Employee on NIH Grant

- **Dates**: June 16 – September 15
- **Salary**: $175,506 / 9 = $19,500.67
- **Payment funding**: NIH Grant for June, July, and August. Sept from NU fund
Example 5
Initial Request: Employee on NIH Grant

<table>
<thead>
<tr>
<th></th>
<th>June 16-30</th>
<th>July 1-31</th>
<th>August 1-31</th>
<th>Sept 1-15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Salary</td>
<td>$9,750.34</td>
<td>$19,500.67</td>
<td>$19,500.67</td>
<td>$9,750.34</td>
</tr>
<tr>
<td>Allowed from NIH</td>
<td>$9,245.84</td>
<td>$18,491.67</td>
<td>$18,491.67</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td>94.8258%</td>
<td>94.8258%</td>
<td>94.8258%</td>
<td></td>
</tr>
<tr>
<td>Must be paid from</td>
<td>$504.50</td>
<td>$1,009</td>
<td>$1,009</td>
<td>$9,750.34</td>
</tr>
<tr>
<td>Unrestricted Funds</td>
<td>5.1742%</td>
<td>5.1742%</td>
<td>5.1742%</td>
<td>100%</td>
</tr>
</tbody>
</table>

Reminder: 2024 NIH Cap = $221,900 (over 12 months), $18,491.67 (per month)
**Summer Salary Request Form-2024**

**Name:** Example #5  
**Employee ID:** 1234567  
**Home HR Dept #:** 999000  
**Home Dept Name:** Human Resources  
**Academic Base Salary:** 175,506.00

### Payment Amounts

<table>
<thead>
<tr>
<th></th>
<th>Effective Date</th>
<th>End Date</th>
<th>Flat Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUNE</td>
<td>6/1/24</td>
<td>6/30/24</td>
<td></td>
</tr>
<tr>
<td>JUNE</td>
<td>6/16/24</td>
<td>6/30/24</td>
<td>9,750.34</td>
</tr>
<tr>
<td>JULY</td>
<td>7/1/24</td>
<td>7/31/24</td>
<td>19,500.67</td>
</tr>
<tr>
<td>AUGUST</td>
<td>8/1/24</td>
<td>8/31/24</td>
<td>19,500.67</td>
</tr>
<tr>
<td>SEPTEMBER</td>
<td>9/1/24</td>
<td>9/15/24</td>
<td>9,750.34</td>
</tr>
</tbody>
</table>

*If over 3.5 months’ salary is being requested and is grant funded, a completed pre-certification form signed by faculty, chair/division chief, dean and VPR must be attached.*

**Total:** 58,502.02

**Payment Funding**

*Chartstring must be open for form to be considered complete. Form will be considered late if chartstring 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</th>
<th>Fund</th>
<th>Financial Dept</th>
<th>Project</th>
<th>Activity</th>
<th>Chartfield1</th>
<th>Account</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td>610</td>
<td>9900000</td>
<td>69958677</td>
<td>01</td>
<td>60020</td>
<td>94.8258</td>
<td></td>
</tr>
<tr>
<td>✔️</td>
<td>110</td>
<td>9900000</td>
<td>01</td>
<td></td>
<td>60020</td>
<td>5.1742</td>
<td></td>
</tr>
<tr>
<td>✔️</td>
<td>110</td>
<td>9900000</td>
<td></td>
<td></td>
<td>60020</td>
<td>100.0000</td>
<td></td>
</tr>
</tbody>
</table>

**Pay Period Start Date:** 6/1/2024  
**Pay Period End Date:** 8/31/2024

**Comments:** New request with NIH funding, utilizing the 2024 NIH cap of $18,491.67 ($221,900 per year).
Summer Salary Request Approval Workflow
Approval Workflow

A. Preparer of the request signs and dates the form

B. The faculty member’s signature/email approval, if needed, is the responsibility of the Home Department to obtain/attach

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

C. Departmental Signatures are obtained
   • Department/Center Business Administrator signs the form

D. If other departments/schools involved, they must also sign 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)

E. Home Dean’s Office signs form
   • If the request is over 90 days, the form must be sent to ASRSP for approval

F. Office for Research signature is obtained by the department if faculty member is a Director/Co-Director of a Research Center under OR
HR Operations receives the request and enters it in myHR as an Additional Pay

- HR Operations will process Summer Salary requests into myHR as indicated on the form. Ensure your forms are vetted for accuracy by your department as part of your review and signature process.
- Remember: The completed form must arrive at HR Operations by the monthly form deadline.

Approval Workflow
Online Submission: myHR Request Dashboard
Document Upload & Submission

HR Operations Online Upload

- Your NetID, name, and email address will auto populate
- There is an option to add up to two additional email addresses for notifications
- Emails will be sent when the form is uploaded and when processed
Document Upload & Submission

Employee & Department

- Employee's ID / Name
  - EmplID or Student ID
  - Legal First Name
  - Legal Last Name

  Or, enter a Last and/or First Name and click Lookup EmplID to find the EmplID.

  Lookup EmplID

- Department
  - HR DeptID
  - Department Name

  Or, select a Department Name from the drop-down box and click Lookup DeptID.

  Lookup DeptID

Additional Details

- What are you submitting? *
  - Position/Appointment Form
  - Temp Paperwork
  - Special Pay Request
  - Personal Data Update
  - Summer Salary Request Form
  - W-4 Forms Only
  - Resignation Letter (for Employee File only)
  - Add Pay (PDF Form; Only NM and Execs)

- Effective Date of Change or Transaction

- Is this a termination, or a retroactive change that involves pay? *
  - No
  - Yes

Attach & Submit Documents

- Primary Form (0)
  - Summer Salary Form

  Attach Summer Salary Form

Submit Paperwork

- By submitting this paperwork, I confirm that all information is complete and accurate to the best of my knowledge and that appropriate signatures have been received and validated.

- I understand that all attached documents must be complete and correct, and submitted by the published deadline, to take effect on the employee's next payroll run.

PLEASE DO NOT CLICK THE "SUBMIT" BUTTON MORE THAN ONCE.

Submit Paperwork
The original PDF form must be completed and signed as appropriate or email approvals attached.

The person that submits the form through myHR is responsible for ensuring the accuracy of all signatures on the form.

If a School Approver submits the form through myHR, they do not need to sign the PDF; submission acts as their signature.

Complete information, including the 2024 form and details on the upload process, are available on the Summer Salary Payments page.
Additional Resources
Additional Assistance

Summer Salary Form Questions
Karen Koehler-Davis, 1-8591, karen-koehler@northwestern.edu
HR Operations Data Analyst Senior

Cathy Evins, myHR-training@northwestern.edu
myHR Training Specialist

Ask HR
1800 Sherman Ave, 1st floor, M-F 8:30-5:00
710 Lake Shore Drive, Room 150, W-Th 10:00-3:30
847-491-4700, askHR@northwestern.edu

Summer Salary Payments Page

HR Department IDs