

HRS402: Summer Salary

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What is Summer Salary?

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

- **Evanston 9-month Faculty**

Dates Available: June 16 – September 15

- **Kellogg and Medill 9-month Faculty**

Dates Available: June 1 – August 31

Form Due to Payroll Cutoff Date:	Monthly Paydate:
June 5	June 30
July 6	July 29
August 6	August 31
September 6	September 30

Summer Salary Eligibility

Faculty with one or more 9-month appointment(s) may be eligible to receive Summer Salary:

Contract Period	Summer Salary Eligibility
9	Eligible for: <i>up to</i> 3 months of summer salary From Sponsored Accts: <i>up to</i> <u>2.5 months</u>
12	Not Eligible

- **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
- *Not* the Comp Rate

Maximum Summer Salary – Faculty Member #1			
Rcd #	Annual Rate	Contract Period	Monthly Contract Rate (Annual / 9)
0	\$90,000	9	\$10,000.00

- 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 > NW Current Salary](#)

- Displays **Annual Rate, Contract Period, Monthly Contract Rate,** and **Academic Base Salary** for all appointments

Determining Maximum Summer Salary

Base Salaries	
Institutional Base Salary:	214,444.32
Merit Base Salary:	192,999.96
Academic Base Salary:	209,083.32

The myHR **NW Current Salary** page:

Current Salary Information														Personalize	Find
Salary Information												Position/Appt. Info			
Rcd	Payroll Status	Job Title	Department	Paygroup	Sched Pay Pds	% Full Time	Comp Rate	Annual Rate	Ctrl Per	Monthly Contract Rate	Actuals + FY Enc	Pre-Enc	FY Appt Salary	Exclude Merit Base Salary	
0	Active	Professor		Paid(MOF)	12.0	40.00	8,041.67	96,500.04	9	10,722.23	76,587.34	19,912.70	96,500.04		
1	Active	Professor		Paid(MOF)	12.0	25.00	4,020.83	48,249.96	9	5,361.11	48,249.96		48,249.96		
2	Active	Professor		Paid(MOF)	12.0	25.00	4,020.83	48,249.96	9	5,361.11	48,249.96		48,249.96		
3	Active	Center Director		Paid(MOF)	12.0	10.00	1,787.03	21,444.36	12	1,787.03	21,444.36			21,444.36	Admin
4	Active	Professor		Unpaid(OTH)											
5	Active	Professor		Unpaid(OTH)						12					
		Totals				100.00	17,870.36	214,444.32		23,231.48	194,531.62	19,912.70	214,444.32		

- This employee's maximum monthly rate for Summer Salary Request would be: $10,722.23 + 5,361.11 + 5,361.11 = \mathbf{\$21,444.45}$
 - 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 due to the 12-month appointment

Compliance and Considerations

NIH Salary Cap

National Institutes of Health

Careful attention must be given to faculty earning more than the [NIH salary cap](#)

- NIH Cap is **\$17,675/month** (effective January 12, 2023)
- Summer Salary can only charge up to the 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**

$\$212,100/12 \text{ months} = \$17,675$

[Northwestern OSR guidelines](#)

NIH Salary Cap

National Institutes of Health

Example: Faculty member with a 9-month appointment and \$168,469 annual salary, funded by at least one NIH grant

NIH Salary Cap Example

	Annual Rate	Contract Period	Monthly Contract Rate	Charging 1 Month to NIH	Charging 2 Months to NIH
Actual Salary	\$168,469	9	\$18,718	\$18,718	\$37,436
2023 NIH Cap	\$212,100	12	\$17,675	<u>- NIH: \$17,675</u>	<u>- NIH: \$35,350</u>
“Cap Gap”				NU Fund: \$1,043	NU Fund: \$2,086

Only \$17,675/month can come from NIH awards for Summer 2023

NSF Grants

National Science Foundation

- A maximum of **2 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.**

Funding & Payroll

Summer salary payments are charged to **account code 60020** on the chartstring; full fringe benefits rate is charged (24.5%)

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

If you are using Classic Home:

[Organizational Development](#) > [Position Management](#) > [Review Funding Info](#) > [View Valid Chartstrings](#)

If you are using the myHR Administration Dashboard:

[Summer Salary](#) > [View Valid Chartstrings](#)

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 withhold less taxes 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 FY24 Salary

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 4th quarter
 - Summer Salary is included with any 12-month appointments when certifying Effort for 4Q2023
- 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)

Submitting a Summer Salary Request

Summer Salary Form

NORTHWESTERN UNIVERSITY

Summer Salary Request Form-2023

Name: Employee ID: Academic Base:
Last, First, M.I. Salary:
 Home HR: Home Dept: Annual Salary from only 9 Month Appointments:
Dept #: Name: (used to calculate summer salary)

Initial Request
The first Summer 2023 request for this employee.

Change Funding
Change the funding for a previously submitted payment.

Add'l Request (+)
Add payment for an additional month to this employee.

Change Amount
Change the amount for a previously submitted payment.

Payment Amounts

	Effective Date	End Date	Flat Amount
JUNE	6/1/23	6/30/23	<input type="text"/>
KELLOGG/MEDILL			
JUNE	6/16/23	6/30/23	<input type="text"/>
JULY	7/1/23	7/31/23	<input type="text"/>
AUGUST	8/1/23	8/31/23	<input type="text"/>
SEPTEMBER	9/1/23	9/15/23	<input type="text"/>
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.			0.00
			Grand Total

Approvals

Payroll Only

TYPE Name of Person Completing Form _____ 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 _____ Date _____ Phone _____
(not needed if School Approver submits online)

OR Signature (for OR Ctr Director/Co-Dir) _____ Date _____ Phone _____

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.

NIH NSF	Fund	Financial Dept	Project	Activity	Chartfield1	Account	Percent	Pay Period Start Date	Pay Period End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

COMMENTS:

Summer Salary Form

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

2. Additional Request: Adding another months' payment to an existing request

- Attach a copy of the initial request form

3. 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

4. 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

Historical Funding Changes: If a funding change is historical, enter a payroll journal in myHR to correct the months already paid

- Wait until after the change form has been entered by Payroll; you will receive an email notification
- 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

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](#)

Request form types:

- Initial Request
- Additional Request
- Change Amount
- Change Funding

Summer Salary Form

- Forms must be fully approved and received by the Payroll Office 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!*

Form Due to Payroll Cutoff Date:	Monthly Paydate:
June 5	June 30
July 6	July 29
August 6	August 31
September 6	September 30

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 upon entry by HR Operations*)

Payroll for North America > Employee Pay Data USA > Additional Pay

Payroll for North America > Employee Pay Data USA > 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:** $\$147,252.60 / 9 = \$16,361.40$
- **Payment:** $\frac{1}{2}$ monthly contract rate for June, full monthly contract rates for July and August
- **Payment funding:** Distribution is the same for all months so it may be combined for June, July and August

Salary Calculation				
Annual Salary for 9-mo Appts: $\$147,252.60$ / Monthly Contract Rate: $\$16,361.40$				
	June 16-30	July 1-31	August 1-31	Sept 1-15
Total Salary	$\$8,181.70$	$\$16,361.40$	$\$16,361.40$	$\$0$

Name: Employee ID:
Last, First, M.I.

Home HR Dept #: Home Dept Name:

Academic Base Salary:
 Annual Salary from only 9 Month Appointments:
(used to calculate summer salary)

Initial Request
The first Summer 2023 request for this employee.

Change Funding
Change the funding for a previously submitted payment.

Add'l Request (+)
Add payment for an additional month to this employee.

Change Amount
Change the amount for a previously submitted payment.

Payment Amounts

	Effective Date	End Date	Flat Amount
JUNE	<input type="text" value="6/1/23"/>	<input type="text" value="6/30/23"/>	<input type="text"/>
<small>KELLOGG/MEDILL</small>			
JUNE	<input type="text" value="6/16/23"/>	<input type="text" value="6/30/23"/>	<input type="text" value="8,180.70"/>
JULY	<input type="text" value="7/1/23"/>	<input type="text" value="7/31/23"/>	<input type="text" value="16,361.40"/>
AUGUST	<input type="text" value="8/1/23"/>	<input type="text" value="8/31/23"/>	<input type="text" value="16,361.40"/>
SEPTEMBER	<input type="text" value="9/1/23"/>	<input type="text" value="9/15/23"/>	<input type="text"/>
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.			<input type="text" value="40,903.50"/>
			<small>Grand Total</small>

Payroll Only

Approvals

Willie Wildcat 5/1/23 1-2345

TYPE Name of Person Completing Form 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 Approver submits online) Date Phone

OR Signature (for OR Ctr Director/Co-Dir) Date Phone

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.

NIH NSF	Fund	Financial Dept	Project	Activity	Chartfield1	Account	Percent	Pay Period Start Date	Pay Period End Date
<input type="checkbox"/>	<input type="text" value="610"/>	<input type="text" value="9900000"/>	<input type="text" value="69912345"/>	<input type="text" value="01"/>	<input type="text"/>	<input type="text" value="60020"/>	<input type="text" value="57.0000"/>	<input type="text" value="6/1/2023"/>	<input type="text" value="8/31/2023"/>
<input type="checkbox"/>	<input type="text" value="610"/>	<input type="text" value="9900000"/>	<input type="text" value="69922332"/>	<input type="text" value="01"/>	<input type="text"/>	<input type="text" value="60020"/>	<input type="text" value="43.0000"/>	<input type="text" value="6/1/2023"/>	<input type="text" value="8/31/2023"/>
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									

COMMENTS:

Example 2

Additional Request: add to existing summer salary

- **Dates:** September 1 – September 15
- **Salary:** $\$147,252.60 / 9 = \$16,361.40$
- **Payment:** ½ monthly contract rate for September
- **Payment funding:** 100% distribution for September

Salary Calculation				
Annual Salary for 9-mo Appts: $\$147,252.60$ / Monthly Contract Rate: $\$16,361.40$				
	June 16-30	July 1-31	August 1-31	Sept 1-15
Total New Salary	\$0	\$0	\$0	\$8,181.70

Name:
Last, First, M.I.

Employee ID:

Academic Base Salary:

Initial Request
 The first Summer 2023 request for this employee.

Change Funding
 Change the funding for a previously submitted payment.

Home HR Dept #:

Home Dept Name:

Annual Salary from only 9 Month Appointments:
(used to calculate summer salary)

Add'l Request (+)
 Add payment for an additional month to this employee.

Change Amount
 Change the amount for a previously submitted payment.

Payment Amounts

	Effective Date	End Date	Flat Amount
JUNE KELLOGG/MEDILL	<input type="text" value="6/1/23"/>	<input type="text" value="6/30/23"/>	<input type="text"/>
JUNE	<input type="text" value="6/16/23"/>	<input type="text" value="6/30/23"/>	<input type="text"/>
JULY	<input type="text" value="7/1/23"/>	<input type="text" value="7/31/23"/>	<input type="text"/>
AUGUST	<input type="text" value="8/1/23"/>	<input type="text" value="8/31/23"/>	<input type="text"/>
SEPTEMBER	<input type="text" value="9/1/23"/>	<input type="text" value="9/15/23"/>	<input type="text" value="8,180.70"/>
			Grand Total
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.			<input type="text" value="8,180.70"/>

Payroll Only

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Approvals

Willie Wildcat	<input type="text" value="6/1/23"/>	<input type="text" value="1-2345"/>
TYPE Name of Person Completing Form	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 <small>(not needed if School Approver submits online)</small>	Date	Phone
OR Signature <small>(for OR Ctr Director/Co-Dir)</small>	Date	Phone

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.

NIH NSF	Fund	Financial Dept	Project	Activity	Chartfield1	Account	Percent	Pay Period Start Date	Pay Period End Date
<input type="text"/>	<input type="text" value="110"/>	<input type="text" value="9900000"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="60020"/>	<input type="text" value="100.0000"/>	<input type="text" value="9/1/2023"/>	<input type="text" value="9/30/2023"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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:** $\$167,365.80 / 9 = \$18,596.20$
- **Payment:** ½ monthly contract rate for June, full monthly contract rates for July and August
- **Payment funding:** Distribution is different for each month

Salary Calculation				
Annual Salary for 9-mo Appts: $\$167,365.80$ / Monthly Contract Rate: $\$18,596.20$				
	June 16-30	July 1-31	August 1-31	Sept 1-15
Total Salary	\$9,298.10	\$18,596.20	\$18,596.20	\$0

Name: Employee ID: Academic Base Salary:
Last, First, M.I.
 Home HR Dept #: Home Dept Name: Annual Salary from only 9 Month Appointments:
(used to calculate summer salary)

Initial Request Change Funding
The first Summer 2023 request for this employee. Change the funding for a previously submitted payment.
 Add'l Request (+) Change Amount
Add payment for an additional month to this employee. Change the amount for a previously submitted payment.

Payment Amounts

	Effective Date	End Date	Flat Amount
JUNE KELLOGG/MEDILL	<input type="text" value="6/1/23"/>	<input type="text" value="6/30/23"/>	<input type="text"/>
JUNE	<input type="text" value="6/16/23"/>	<input type="text" value="6/30/23"/>	<input type="text" value="9,298.10"/>
JULY	<input type="text" value="7/1/23"/>	<input type="text" value="7/31/23"/>	<input type="text" value="18,596.20"/>
AUGUST	<input type="text" value="8/1/23"/>	<input type="text" value="8/31/23"/>	<input type="text" value="18,596.20"/>
SEPTEMBER	<input type="text" value="9/1/23"/>	<input type="text" value="9/15/23"/>	<input type="text"/>
			Grand Total <input type="text" value="46,490.50"/>

Payroll Only

Approvals

Willie Wildcat
 TYPE Name of Person Completing Form 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 Approver submits online) Date Phone
 OR Signature (for OR Ctr Director/Co-Dir) Date Phone

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.

NIH NSF	Fund	Financial Dept	Project	Activity	Chartfield1	Account	Percent	Pay Period Start Date	Pay Period End Date
<input type="checkbox"/>	<input type="text" value="610"/>	<input type="text" value="9900000"/>	<input type="text" value="69912345"/>	<input type="text" value="01"/>	<input type="text"/>	<input type="text" value="60020"/>	<input type="text" value="57.0000"/>	<input type="text" value="6/1/2023"/>	<input type="text" value="6/30/2023"/>
<input type="checkbox"/>	<input type="text" value="610"/>	<input type="text" value="9900000"/>	<input type="text" value="61122332"/>	<input type="text" value="01"/>	<input type="text"/>	<input type="text" value="60020"/>	<input type="text" value="43.0000"/>	<input type="text" value="6/1/2023"/>	<input type="text" value="6/30/2023"/>
<input type="checkbox"/>	<input type="text" value="610"/>	<input type="text" value="9900000"/>	<input type="text" value="69912345"/>	<input type="text" value="01"/>	<input type="text"/>	<input type="text" value="60020"/>	<input type="text" value="63.3000"/>	<input type="text" value="7/1/2023"/>	<input type="text" value="7/31/2023"/>
<input type="checkbox"/>	<input type="text" value="610"/>	<input type="text" value="9900000"/>	<input type="text" value="61122332"/>	<input type="text" value="01"/>	<input type="text"/>	<input type="text" value="60020"/>	<input type="text" value="36.7000"/>	<input type="text" value="7/1/2023"/>	<input type="text" value="7/31/2023"/>
<input type="checkbox"/>	<input type="text" value="610"/>	<input type="text" value="9900000"/>	<input type="text" value="69900400"/>	<input type="text" value="01"/>	<input type="text"/>	<input type="text" value="60020"/>	<input type="text" value="100.0000"/>	<input type="text" value="8/1/2023"/>	<input type="text" value="8/31/2023"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

COMMENTS:

Example 4

Change Funding: adjust distribution on previous request

- **Dates:** August 1 – August 31
- **Salary:** $\$167,365.80 / 9 = \$18,596.20$
- **Payment funding:** Change funding for August originally submitted in Example #3

Name: Employee ID:

Academic Base Salary:

Annual Salary from only 9 Month Appointments:

Initial Request
The first Summer 2023 request for this employee.

Change Funding
Change the funding for a previously submitted payment.

Add'l Request (+)
Add payment for an additional month to this employee.

Change Amount
Change the amount for a previously submitted payment.

Home HR Dept #: Home Dept Name:

Payment Amounts

	Effective Date	End Date	Flat Amount
JUNE KELLOGG/MEDILL	<input type="text" value="6/1/23"/>	<input type="text" value="6/30/23"/>	<input type="text"/>
JUNE	<input type="text" value="6/16/23"/>	<input type="text" value="6/30/23"/>	<input type="text"/>
JULY	<input type="text" value="7/1/23"/>	<input type="text" value="7/31/23"/>	<input type="text"/>
AUGUST	<input type="text" value="8/1/23"/>	<input type="text" value="8/31/23"/>	<input type="text"/>
SEPTEMBER	<input type="text" value="9/1/23"/>	<input type="text" value="9/15/23"/>	<input type="text"/>
Grand Total			<input type="text" value="0.00"/>

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.

Payroll Only

Approvals

Willie Wildcat 6/1/23 1-2345

TYPE Name of Person Completing Form 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 Approver submits online) Date Phone

OR Signature (for OR Ctr Director/Co-Dir) Date Phone

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.

NIH NSF	Fund	Financial Dept	Project	Activity	Chartfield1	Account	Percent	Pay Period Start Date	Pay Period End Date
<input type="checkbox"/>	<input type="text" value="610"/>	<input type="text" value="9900000"/>	<input type="text" value="6990040"/>	<input type="text" value="01"/>	<input type="text"/>	<input type="text" value="60020"/>	<input type="text" value="92.4452"/>	<input type="text" value="8/1/2023"/>	<input type="text" value="8/31/2023"/>
<input type="checkbox"/>	<input type="text" value="610"/>	<input type="text" value="9900000"/>	<input type="text" value="64400123"/>	<input type="text" value="01"/>	<input type="text"/>	<input type="text" value="60020"/>	<input type="text" value="7.5548"/>	<input type="text" value="8/1/2023"/>	<input type="text" value="8/31/2023"/>
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									

COMMENTS:

Example 5

Initial Request: employee on NIH grant

Salary Calculation				
Annual Salary for 9-mo Appts: \$187,121.79 / Monthly Contract Rate: \$20,791.31				
	June 16-30	July 1-31	August 1-31	Sept 1-15
Total Salary	\$10,395.66	\$20,791.31	\$20,791.31	\$10,395.66
Allowed from NIH	\$8,837.50 (85.0114%)	\$17,675 (85.0114%)	\$17,675 (85.0114%)	\$0
Must be Paid from Unrestricted Funds	14.9886%	14.9886%	14.9886%	100%

Reminder: 2023 NIH Cap = \$212,100 (over 12 months), \$17,675 (per month)

Name: Employee ID:
Last, First, M.I.

Home HR Dept #: Home Dept Name:

Academic Base Salary:

Annual Salary from only 9 Month Appointments:
(used to calculate summer salary)

Initial Request
 The first Summer 2023 request for this employee.

Change Funding
 Change the funding for a previously submitted payment.

Add'l Request (+)
 Add payment for an additional month to this employee.

Change Amount
 Change the amount for a previously submitted payment.

Payment Amounts

	Effective Date	End Date	Flat Amount
JUNE KELLOGG/MEDILL	<input type="text" value="6/1/23"/>	<input type="text" value="6/30/23"/>	<input type="text"/>
JUNE	<input type="text" value="6/16/23"/>	<input type="text" value="6/30/23"/>	<input type="text" value="10,395.66"/>
JULY	<input type="text" value="7/1/23"/>	<input type="text" value="7/31/23"/>	<input type="text" value="20,791.31"/>
AUGUST	<input type="text" value="8/1/23"/>	<input type="text" value="8/31/23"/>	<input type="text" value="20,791.31"/>
SEPTEMBER	<input type="text" value="9/1/23"/>	<input type="text" value="9/15/23"/>	<input type="text" value="10,395.66"/>
			Grand Total
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.			<input type="text" value="62,373.94"/>

Payroll Only

Approvals

Willie Wildcat

TYPE Name of Person Completing Form 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 Approver submits online) Date Phone

OR Signature (for OR Ctr Director/Co-Dir) Date Phone

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.

NIH NSF	Fund	Financial Dept	Project	Activity	Chartfield1	Account	Percent	Pay Period Start Date	Pay Period End Date
<input checked="" type="checkbox"/>	<input type="text" value="610"/>	<input type="text" value="9900000"/>	<input type="text" value="69958677"/>	<input type="text" value="01"/>	<input type="text"/>	<input type="text" value="60020"/>	<input type="text" value="85.0114"/>	<input type="text" value="8/1/2023"/>	<input type="text" value="8/31/2023"/>
<input type="checkbox"/>	<input type="text" value="110"/>	<input type="text" value="9900000"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="60020"/>	<input type="text" value="14.9886"/>	<input type="text" value="8/1/2023"/>	<input type="text" value="8/31/2023"/>
<input type="checkbox"/>	<input type="text" value="110"/>	<input type="text" value="9900000"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="60020"/>	<input type="text" value="100.0000"/>	<input type="text" value="9/1/2023"/>	<input type="text" value="9/30/2023"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

COMMENTS:

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.

<u>Approvals</u>		
A	_____	_____
TYPE Name of Person Completing Form	Date	Phone
B	_____	_____
Faculty Signature (if required)	Date	Phone

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

<u>Approvals</u>		
A	_____	_____
TYPE Name of Person Completing Form	Date	Phone
B	_____	_____
Faculty Signature (if required)	Date	Phone
C	_____	_____
Authorized Dept/Center BA Signature	Date	Phone
D	_____	_____
Add'l Dept/Center BA Signature (if required)	Date	Phone
E	_____	_____
Authorized Home School Signature (not needed if School Approver submits online)	Date	Phone
F	_____	_____
OR Signature (for OR Ctr Director/Co-Dir)	Date	Phone

Approval Workflow

Payroll receives the request and enters into 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 complete form must arrive at payroll by the monthly form deadline.

<u>Approvals</u>		
A	_____	_____
TYPE Name of Person Completing Form	Date	Phone
B	_____	_____
Faculty Signature (if required)	Date	Phone
C	_____	_____
Authorized Dept./Center BA Signature	Date	Phone
D	_____	_____
Add'l Dept./Center BA Signature (if required)	Date	Phone
E	_____	_____
Authorized Home School Signature (not needed if School Approver submits online)	Date	Phone
F	_____	_____
OR Signature (for OR Ctr Director/Co-Dir)	Date	Phone

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

Check if no EmplID or Student ID

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.

Department

HR DeptID *

Department Name *

Or, select a Department Name from the drop-down box and click **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 *

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.

Approval Workflow

- The original PDF form must be completed and signed as appropriate
- 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 2023 form and details on the upload process, are available [online](#)

Additional Resources

Additional Assistance

Summer Salary Form Questions

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

Shayna Thomason, 1-2958, s-thomason@northwestern.edu
myHR Training Specialist

Ask HR

1-4700, askHR@northwestern.edu

[Summer Salary process](#)

[HR Department IDs](#)