



The City University of New York

Hunter College Office of Research Administration

695 Park Avenue, Room E1424

New York, NY 10065

(212) 772-4020

To: Summer Salary Recipients

From: Barbara Medina

Re: Summer Salary 2014

Date: April 18, 2014

The 2014 Research Foundation Summer Salary system is now available to enter summer salary.

Calculating Summer Salary: One month of summer salary is derived by dividing the academic year salary by 9. 1/9th of academic year salary is considered one month of summer salary.

Maximum Allowable Summer Salary: Generally, research projects allow a maximum of 3/9ths of academic year summer salary, with the exception of NSF, which allows 2/9ths. Training projects are limited to a maximum of 2.5/9ths. **Important: Maximum allowance also includes payments for Chairperson, teaching assignments, and special administrative assignments.**

When planning summer salary, please take into consideration all summer compensation paid out between grants and tax-levy. Total compensation from all sources combined should NOT exceed the maximum allowance of 3/9ths of summer salary.

PSC-CUNY awards with a start date of 7/1/14 can submit summer salary after 7/1/14. If your PSC-CUNY grant involves Institutional Animal Care and Use Committee (IACUC) or Human Research Protection Program (HRPP), you must have an approved protocol for this grant. Please note your summer salary start date would begin as of the protocol approval date.

For a Principal Investigator (PI) who will be charging summer salary on their RF grant for himself/herself or another faculty member, please enter the information on the Research Foundation (RF) website www.rfcuny.org as follows:

1. Click on E-Services
2. From drop down menu, click Summer **Salary**
3. From menu, click **Add New Appointment**
4. Enter **project account**
5. Enter employee **last name** (An animated search signal will appear-ignore it. By clicking inside the salary encumbrance field, the search signal clears).
6. Click in **Salary Encumbrance** box (annual salary and maximum summer salary information populates) and enter salary encumbrance.

7. Click **Preview** (the system shows all calculations, including the fringe benefit charge)
8. Click choice of **Edit, Save, or approve**
If all is satisfactory, click approve.

Payment Authorization: After the appointment is in the system, a follow up with an electronic payment authorization is required for the disbursement. Each 1/9th of summer salary is disbursed in two payments; therefore, there are six payment authorizations for three months of summer salary. **Example:** If you have one month of summer salary, two payment authorizations are submitted, which include pay periods ending the 15th and the 30th or 31st of the month. Following are steps for submitting Payment Authorizations:

1. On RF's home page click **E-Services** and from drop down menu **choose summer salary**.
2. Click on **payment authorization**,
3. Click on **your name**.
4. Click in the **small box located on the left** that corresponds to the pay period.
5. Enter the amount to be paid in the **Pending box** area.
6. **Save** and **submit** or just **save**.

The system allows authorization of payment after the pay period ends. **Example:** The 6/15/14 pay period can be submitted after 6/15/14. Payment authorizations can be set up in advance, saved, and can be submitted when due.

Payment Process

The system sends the summer salary entry to the Grants Office for approval and the RF project administrator of the account receives it for approval. Summer salary is paid by the individual college campus; therefore, the designated payroll office receives the payment to be processed. Payments are added to your regular biweekly New York State paycheck.

See schedule below:

Note: Time is needed for the approval process by the RF Project Administrator of the grant being charged. Therefore, the deadline for submitting payment authorization should be submitted at least two days before the "Deadline for RF submission to CUNY payroll."

DEADLINES

CUNY Senior College Schedule		
Payroll Period	Deadline for RF Submission to CUNY Payroll*	CUNY Pay Date
1-Jun - 15-Jun	18-Jun	10-Jul-14
16-Jun - 30-Jun	2-Jul	24-Jul-14
1-Jul - 15-Jul	16-Jul	7-Aug-14
16-Jul - 31-Jul	1-Aug	21-Aug-14
1-Aug - 15-Aug	18-Aug	4-Sep-14
16-Aug - 31-Aug	1-Sep	18-Sep-14
Late Submissions	10-Sep	2-Oct-14
Late Submissions	24-Sep	16-Oct-14
Late Submissions	3-Dec	24-Dec-14
Final Submission	25-Feb	19-Mar-15

CUNY Community College Schedule		
Payroll Period	Deadline for RF Submission to CUNY Payroll*	CUNY Pay Date
1-Jun - 15-Jun	19-Jun	5-Jul-13
16-Jun - 30-Jun	3-Jul	19-Jul-13
1-Jul - 15-Jul	17-Jul	2-Aug-13
16-Jul - 31-Jul	31-Jul	16-Aug-13
1-Aug - 15-Aug	15-Aug	30-Aug-13
16-Aug - 31-Aug	30-Aug	13-Sep-13
Late Submissions	11-Sep	27-Sep-13
Late Submissions	25-Sep	11-Oct-13
Late Submissions	4-Dec	20-Dec-13
Final Submission	26-Feb	14-Mar-14

If you have any questions or further clarification is needed, please contact me at bmedina@hunter.cuny.edu or 212 772-4020.