2015 Summer Salary: Frequently Asked Questions

As a faculty member requesting summer salary, what are my responsibilities?

- You need to work with your CSS research administrator or departmental financial contact, as appropriate, to confirm that you will be doing work this summer and have eligible and adequate funds available to cover your compensation and fringe costs.

- If you have funding administered by CSS (which includes RES), contact your CSS research administrator. They will work with you to complete and submit the ‘2015 Summer Salary Request Form’ and will also coordinate with your department, should you have additional funding administered there.

- If you do not have funding administered by CSS (i.e., your funding is administered by your department), work with your departmental financial contact to complete and submit the ‘2015 Summer Salary Request Form.’

- To the extent possible, ensure that you initiate your request with your CSS research administrator, or work with your departmental financial contact to complete and submit the ‘2015 Summer Salary Request Form,’ prior to the deadline for the time period for which you are requesting compensation.

- Limit your request to available days (i.e., do not overlap requests with work performed for another institution such as LBL, consulting work, and/or personal days or vacation taken).

- Sign the attestation for any request that includes more than 2.5 ninths/months (47.5 days) of federally funded summer salary.

When are the pay days for summer salary?

- Academic titles (including researchers) are paid according to the existing Monthly Exempt Payroll Calendar cycle. Generally, when requests are submitted on-time, payment is made on the first of the month proceeding the month in which the effort was reported (although July effort will be paid on July 31, rather than August 1, this year). More information on the recent pay schedule change can be found on the Controller’s page.
What is the deadline for submitting my summer salary request?

- Ideally, we would like to have all requests for summer salary received by Thursday, April 30, 2015. However, we realize that this is not always possible. Therefore, to ensure timely payment, please submit requests – by either contacting your CSS research administrator or by having the ‘2015 Summer Salary Request Form’ submitted – prior to the first of the month in order to be paid on the next pay date. For example:
  - For payment on June 1 (for effort in May), prior to 5/1/2015
  - For payment on July 1 (for effort in June and/or May), prior to 6/1/2015
  - For payment on July 31 (for effort in July, June, and/or May), prior to 7/1/2015
  - For payment on September 1 (for effort in August, July, June, and/or May), prior to 8/3/2015

What happens if I submit my request after the deadline associated with that payment/pay date?

- If the request is received after the given deadline for a specific payment date, CSS-HR will make every attempt to ensure payment is processed as quickly as possible. For requests that are received past the associated deadline, as noted above, we cannot guarantee that payment will be received on the established system pay day, however we will work to process the payment on the next monthly pay date.

What are the maximum number of days for which I can request compensation?

- Please refer to the ‘2015 Summer Salary Guidelines’ for specific guidelines and the total number of days available for the entire summer salary period, but in general:
  - May 18 - 31, 2015: 10 days maximum
  - June 1 - 30, 2015: 22 days maximum
  - July 1 - 31, 2015: 23 days maximum
  - August 1 - 18, 2015: 12 days maximum

(While 67 days are available, your request cannot exceed 57 days total.)

What other guidelines or information do I need to be aware of when requesting summer salary?

- Refer to the ‘2015 Summer Salary Guidelines’ for salary guidelines by summer month, NIH and NSF salary limitations, use of unrestricted funds, attestation instructions, etc. If you have questions about the process, or roles and responsibilities, refer to the ‘2015 Summer Salary Process Map’ document.
I am a faculty member with funds administered by several individuals, both in CSS and in my department. With whom should I initiate my request? And will that person be responsible for coordinating my entire payment plan with the other necessary parties?

- If you have a CSS research administrator with whom you work on any financial approvals (even just one fund), initiate the process with that individual. They can also coordinate the rest of your request for any funds administered outside of CSS with other fund administrators across campus.

- If you work with a departmental financial contact for all your fund approvals, initiate the process with that individual. They can assist in submitting the appropriate information to CSS.

Can I get assistance with completing the ‘2015 Summer Salary Request Form’? I do not know my “chart strings” and/or how to equate the dollar amount I have available to “days” of effort?

- If you have funding administered by CSS (which includes RES), contact your CSS research administrator. They will work with you to complete and submit the ‘2015 Summer Salary Request Form’ and will also coordinate with your department, should you have additional funding administered there.

- If you do not have funding administered by CSS (i.e., your funding is administered by your department), work with your departmental financial contact to complete and submit the ‘2015 Summer Salary Request Form’.

Some of the funds I anticipate using for summer salary have not yet been formally awarded. Can I submit a partial request now and add to it later, or do I have to wait until all funds are established before I can make my request?

- Revised summer salary requests can be accepted and/or modified as additional funding sources become available. Inform your CSS research administrator or departmental financial contact, as appropriate, if you anticipate utilizing ‘still to be awarded’ funds.

Whom do I contact if I have questions?

- If you have funding administered by CSS (which includes RES), contact your CSS research administrator. If you do not have funding administered by CSS (i.e., your funding is administered by your department), contact your departmental financial contact.

- If you are unsure who administers your funds, or who your assigned CSS research administrator contact is, please email cssrainfo@berkeley.edu and we will help to identify your point of contact.
I am a staff member in a department that administers our own faculty funding. What assistance can CSS Research Administration provide me, in order to help my faculty complete and submit the ‘2015 Summer Salary Request Form’?

- For departments administering and approving their own funding sources, CSS-RA will not be reviewing request forms for availability of funds, validity of chartstrings, or allowability of the expense; your departmental signature indicates your review of these elements. CSS-RA can, however, answer questions regarding salary caps, timelines, CBR rates and adjustments, ‘PC mapping’, and the attestation policy. Please contact the following CSS-RA managers with questions:
  - Sarah Gutierrez, Service Teams 1, 3, 5, 6, 7 & 8
  - Katie Hudson, Service Team 4
  - Adam Berke, Service Team 9