2018 Summer Salary: Frequently Asked Questions

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

- You should work with your CSS Research Administrator (RA) or departmental 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 a CSS RA, you should work directly with them to complete your summer salary request. As needed, RAs will work with academic units/departments and other funding administrators to coordinate payments.
- If you do not have funding administered by a CSS RA, you should work with staff in your academic unit/department to complete and submit your summer salary request to CSS for processing.
- To the extent possible, ensure that you initiate your request 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, summer sessions teaching, 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 (MO) payroll cycle found on the CSS Calendar for Timesheet Deadlines. Generally, when requests are submitted on-time, payment is made on the first of the month following the month in which the effort was reported.

What is the deadline for submitting my summer salary request?

- Ideally, all requests for summer salary should be made prior to Tuesday, May 1, 2018; however, we realize that this may not be possible. Requests submitted for processing -- by either a CSS Research Administrator (CSS RA) or by departmental staff, on behalf of the faculty -- prior to the first of the month will be paid on the next monthly exempt pay date. For example:
  - For payment on June 1 (for effort in May), prior to May 1, 2018
  - For payment on June 29 (for effort in June and/or May), prior to June 1, 2018
  - For payment on August 1 (for effort in July, June, and/or May), prior to June 25, 2018
  - For payment on August 31 (for effort in August, July, June, and/or May), prior to August 1, 2018
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/APS will make every attempt to ensure payment is processed as quickly as possible. If CSS cannot process the late request on time, it will be processed for the next monthly pay date.

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

- The 2018 Summer Salary Guidelines outline more specific guidelines and the total number of days available for the entire summer salary period for both academic year and fiscal year faculty, but in general:
  - May 14-31, 2018: 14 days maximum
  - June 1-30, 2018: 21 days maximum
  - July 1-31, 2018: 22 days maximum
  - August 1-14, 2018: 10 days maximum

While 67 days are available, your request cannot exceed 57 days total (academic year faculty) or 19 days total (fiscal year faculty).

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

- Refer to the 2018 Summer Salary Guidelines for salary guidelines by summer month, NIH and NSF salary limitations, use of unrestricted funds, attestation instructions, etc. You can also refer to the 2018 Summer Salary Process Map if you have questions about the process, or roles and responsibilities.

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? Will that person be responsible for coordinating my entire payment plan with the other necessary parties?

- If you have a CSS Research Administrator (CSS RA) 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.

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 RA or departmental contact, as appropriate, if you anticipate utilizing ‘still to be awarded’ funds.
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 me submit requests for my faculty?

- This year, we will again provide access for departments to submit requests on their faculty’s behalf directly into a Summer Salary Smartsheet (similar to that used for ASE/GSR appointment requests). This will provide departments with visibility into the progress and completion of their requests, as well as reduce errors. Designated departmental staff will receive Smartsheet access, instructions, tutorials, and other resources.
- CSS Research Administration is available to answer questions regarding salary caps, CBR rates and adjustments, ‘PC mapping’, and the attestation policy. Please contact either of the following CSS RA managers with questions:
  - Adam Berke
  - Katie Hudson

Who do I contact if I have questions?

- If you have funding administered by CSS (which includes ERSO and RES), contact your CSS RA. If you do not have funding administered by CSS (i.e., your funding is administered by your department), contact your departmental contact.
  - CSS RA assignments can be found here: [https://phoebe.rac.berkeley.edu/search](https://phoebe.rac.berkeley.edu/search) (On the landing page, search by faculty name to locate the “investigator record;” it should include the RA name(s) and contact information.)
- Questions regarding the 2018 Summer Salary process can also be referred to CSS Human Resources/Academic Personnel Support (HR/APS) at 664-9000, option 3 or through ServiceNow, or to your department’s CSS HR/APS Partner.
- For specific policy questions regarding summer compensation, please contact the Academic Personnel Office (APO) at: appolicy@berkeley.edu or your Dean’s Office representative.

Can a partial UC Berkeley day + a partial Lawrence Berkeley National Laboratory (LBNL) day make for a whole day?

- No; the payroll systems are separate and each location should be capturing whole days only. So, if before a month would be a 50/50 split, now one location needs to pay 52.63% (10 days) and the other location, 47.37% (9 days).

I noticed an additional deduction for my 403(b) account, but I didn’t ask for this. What is it??

- Previously, additional summer compensation was subject to a mandatory deduction to the UC Defined Contribution Plan (DCP) at Fidelity. In November, 2016, UCOP made the decision to redirect the DCP deduction amount to the faculty’s 403(b) accounts. For more information, please see UCOP’s announcement on page 6 [here](https://www.ucop.edu/).