

## Summer Salary Guidelines – Summer 2024

The following guidelines are intended to assist academic areas in processing summer salary payments for faculty who have been on academic year appointments during the 2023-2024 academic year.

### Summer Sessions

"Summer" teaching at Northeastern refers to the sessions known as Summer 1 or Summer 2, each of which is paid in four (4) semi-monthly installments:

- Summer I payments are 5/15, 5/31, 6/14, 6/28
- Summer II payments are 7/15, 7/29, 8/15, 8/31
- Summer as a full semester is paid in eight (8) semi-monthly payments (all of the dates listed above).

Summer I and full summer classes begin May 6, 2024. Summer II classes begin July 1, 2024.

### Faculty Summer Compensation

Below are guidelines for how much additional compensation a faculty member on an academic year appointment can earn during the summer months:

1. Teaching: Practices vary by school/college; please consult your Dean's Office.
2. Extramurally-funded research: Up to 1 month for each month of research, depending on the funding agency policy and vacation time taken. Maximum of 3.2 Person Months during the Summer (off-academic term) for faculty holding academic year appointments. For faculty holding supplemental administrative appointments, please review the summer salary calculation guidelines linked below and consult NU-RES.
3. Internally-funded research or administrative summer salary: Up to 1 month for each month of research or administrative responsibilities as negotiated between the faculty member and the Dean's Office.
4. Total summer salary allowed (teaching, research, and administrative stipends combined): Maximum of 3.2 months as calculated above in any combination as approved by the Dean's Office.

Please refer to "[Guidelines for Calculating Summer Salary](#)" for more details on how to calculate the actual amount to be paid to an individual. Questions regarding the calculation of summer salary should be directed to your Dean's Office or your NU-RES contact.

### Timeline for Processing Summer Salary Payments

Faculty summer payments will be paid timely when a Period Activity Payment (PAP) is submitted in Workday and all approvals are obtained by the required deadline. The deadline for completed Workday PAP approvals in order to start being paid on May 15<sup>th</sup> is **Wednesday, May 8<sup>th</sup>**. Off-cycle payments cannot be made for PAPs approved after this date, resulting in the start of payments on the next pay date, May 31<sup>st</sup>

**The deadline for submitting summer 2024 extra compensation forms is October 1, 2024.**

Forms submitted after 10/01/2024 will not be accepted for processing. Exceptions may be requested after 10/2 via a written justification from the Dean to the Matt Tobin, Vice Provost for Finance and Administration

Please note that all charges to grant accounts (funds/indexes beginning with a 5) MUST be approved by NU-RES. NU-RES will confirm a) the calculation b) that the respective grant or contract supports the requested salary c) that the charges are accurate, allowable, and properly allocated and d) are consistent with Northeastern University's [Policy on Costs for Sponsored Agreements](#). All forms must be sent to NU-RES Finance **5 business days prior to the HRM deadlines** listed below to allow for sufficient review time. All University charges must be approved by the Office of Financial Planning, Strategy, and Analytics

Pay ID	Pay No.	NURES Deadline	HRM Deadline	Payroll Start Date	Pay Date
SM	9	05/01/24	05/08/24	05/01/24	05/15/24
SM	10	05/16/24	05/23/24	05/16/24	05/31/24
SM	11	05/31/24	06/07/24	06/01/24	06/14/24
SM	12	06/14/24	06/21/24	06/16/24	06/28/24
SM	13	06/30/24	07/08/24	07/01/24	07/15/24
SM	14	07/17/24	07/24/24	07/16/24	07/29/24
SM	15	08/01/24	08/08/24	08/01/24	08/15/24
SM	16	08/16/24	08/23/24	08/16/24	08/31/24

**Workday Form Instructions**

To pay Faculty Summer Salary (for Research, Teaching or Administration), please use the appropriate Activity Type as follows:

- OCR: off contract (summer) research
- OCT: off contract (summer) teaching
- OCA: off contract (summer) administration

The following Job Aid provides a walkthrough of the steps required to initiate a Period Activity Pay request: [Initiate Period Activity Pay](#).

**\*\*Note:** Multiple PAP requests for the same employee cannot be initiated simultaneously. One PAP per employee should be created for multiple off contract activity types whenever possible. Requests for summer salary should be coordinated within the colleges with sufficient lead time to complete the entry and approvals in Workday.