

Faculty Summer Salary Guidelines

Introduction

Iowa State University policy regarding summer appointments for 9-month faculty (i.e., faculty having an Annual Work Period (AWP) of 9-months) is available in [Faculty Handbook 3.1.1.1](#). Summer appointments are offered for several reasons for engagement in institutional activities (teaching, grant writing, extension/outreach, service, etc.).

All faculty are paid monthly on the last working day of the month. Summer Salary is in addition to a faculty member's base salary (i.e., annual nine-month compensation).

Planning for summer appointments should occur in the spring semester. The department and college can plan, then the individual appointments can be loaded into the Workday system in mass and in lieu of multiple, individual BPs that require manager's approval for each BP. If actions are missed in the submission or change for any reason, using Workday functionality, HR Coordinators will initiate Business Processes (BPs) to add/correct/delete the compensation for individual faculty as approved by the department chair and dean.

Summer Salary Policy

Faculty members on a nine-month appointment can earn up to three months of salary during the summer term (May 16th – August 15th).

- Maximum compensation from any fund source and any type of BP is three months (3/9th)
- Maximum compensation from state funds and any type of BP is two months (2/9th)
- Faculty Summer Allowance Plan: Summer compensation is based on the rate of pay (annual salary) of the faculty member for the respective fiscal year (1/9th for a full month)
- The sum of Allowances and Period Activity Pay may not exceed 1/9th of the annual base salary for each summer month worked
- Effort Reporting and Certification policy applies, and compliance with federal regulations for federally sourced funds is critical

The following guidelines were developed to ensure compliance with university and external regulations regarding the processing of Summer Salary compensation within Workday.

There are two types of Summer Salary BPs that will be utilized for faculty summer appointments.

1) Faculty Summer Salary Allowance:

Most summer appointments are processed in Workday as an Allowance. In Workday this is considered "variable pay" because the summer salary is "supplemental salary" and not part of the base salary.

- Available for the Job Family Group (JFG) of Faculty and Annual Work Period (AWP) of 9 months.
- Summer appointments for all research effort, administrative effort, and Teaching (except for "Flat Rate") should be processed using this option of adding an Allowance.
- The Start and End dates should align with the effort and work period.

The Provost Office has generated a "[Salary Calculator Tool](#)" to assist as an additional resource to help determine the amount to be paid to a faculty member through a faculty summer salary allowance business process.

Or Manual Calculated:

- Monthly Salary (= annual salary/9)
- Summer salary to be Received (= number of months * monthly salary)
- Partial vs. full FTE (entering the FTE annual salary (to reflect full- or part-time effort)
- Check of Total months (date range section should be equal to the Number of months requested)
- Check of Total Salary (equal to the total Summer Salary to be received)

2) Period Activity Pay (PAP)

The Period Activity Pay business process is only to be used for processing faculty Summer Salary for the following options:

FFRST – Faculty Flat Rate Summer Teaching
Available for JFG of Faculty, and AWP of 9 months
Entered with dates spread over effort of the teaching course date(s)

FFRSSA – Faculty Flat Rate Summer Study
Abroad Available for JFG of Faculty, and AWP
of 9 months
Entered with dates for the period that the study abroad program runs

TO – Teaching Overload
Available for JFG of Faculty or JFG of P&S
Entered as Additional Compensation lump sum to be paid over a term

If a faculty member is being paid both summer salary through an allowance plan for research, administration, etc. AND is also receiving pay for an additional payment through PAP for Flat Rate Summer Teaching, Flat Rate Summer Study Abroad, or Teaching Overload, these two actions need to remain separated in processing (one submission for summer salary through an allowance plan and one submission for PAP – do not combine them into one summer salary payment or one PAP payment).

Summer Salary: Effort Reporting and Certification

- Summer Salary from any source is in return for effort during the summer term directly related to the purpose of the funds.
- The charging of summer salary to sponsored funds must be in direct proportion to the effort spent on the project during the same period; payment from restricted gift sources must be for effort related to the purpose of the gift; and payment from faculty activity accounts, or other unrestricted sources, should be for effort related to the College missions of teaching, research, extension, or other scholarly pursuits.
- Faculty receiving a full three months of summer salary must certify that their effort will be full time throughout the entire period. No personal leave is allowed.
- Salary funded by the National Science Foundation (NSF) for faculty on a nine-month appointment is limited to two-ninths of their regular academic year salary. This limit is for combined summer and academic year salary received from all NSF-funded agreements.

- Colleges may require that faculty using unrestricted discretionary sources to fund summer salary may need to retain a minimum balance of unrestricted funding for future professional development, travel, or other similar purposes. Contact your Cost Center Manager and/or Grants Specialist for additional information.

Resources for HR Delivery Teams

Knowledge Base Articles:

- [View Compensation Information KBA](#) (for employees)
- [Researching Payroll Questions](#) (HR Only)
- [Request Compensation Change](#) (HR Only)
- [Period Activity Pay for Faculty](#) (HR Only)

Manual Processing Steps:

1) Faculty Summer Salary Allowance:

- The steps are indicated below, and the business process begins with “Request Compensation Change and results in “adding an allowance plan.”
 - Select faculty profile
 - Compensation: Request Compensation Change
 - Select Reason: “Request Compensation Change > Variable Compensation Change” and “Variable Compensation Change > Add Plan / Delete Plan / Correction (as needed)”
 - Add/Delete/Edit “Allowance”
 - Select Compensation Plan: “Faculty Summer Salary”
 - Enter amount of compensation – USE CALCULATOR TOOL from above if needed
 - Click on “Additional Details” and Summer Salary end date in “Actual End Date” field
 - Add a comment in the “Comment” box with rationale for action taken and include worktag information
 - When complete, click “Submit”

2) Period Activity Pay (PAP)

- The steps are indicated below. > Add Plan / Delete Plan / Correction (as needed)”
 - Select faculty profile
 - Compensation: “Manage Period Activity Pay Assignments”
 - Select Academic Period
 - Enter dates, amount, etc.

Questions on Summer Salary Processing can be directed to Kaela Black, Faculty Personnel and Policy Director at kblack@iastate.edu.