

2025 College of Sciences Summer Salary Training

March 26, 2025

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Assistant Dean, Finance & Business Management

Georgia Main
Director, Research Administration

Betty Morgan
Assistant Director, Post-Award Administration



Timing

Lunch	12:30 PM - 1:15 PM
Training & Questions	1:15 PM - 3:15 PM

Agenda

- Required Summer Salary Training in REPORTER
- Receiving Information from Faculty
- COS Additional Compensation Request Form (ACRF)
 - Codes and Key Regulations
- DocuSign
- Additional Compensation System
- Deadlines
- Questions

Required Training in REPORTER

→ Who must take the training?

- Any employee receiving salary on L5 funds
- Any employee signing/processing paperwork with L5 funds, including COS's ACRF
- Any employee entering an action in Additional Compensation involving L5 funds
- Any employee electronically approving actions in Additional Compensation involving L5 funds

→ **If you are trying to enter an action and receive a warning**, it may be that you or someone related to the action has not completed the mandatory training in REPORTER. Please contact your Department Business Manager

Which Faculty does this apply to?

- 9-month Faculty Only; **NOT** 12-month faculty

- Only for employees at 0.75 FTE or more (<0.75 FTE? Contact COS_humanresources@csu.edu)
 - If your faculty member was on scholarly leave, their FTE will have been reduced and the payment needs to be processed by COS HR

- 1 Exception to minimum 0.75 FTE requirement:
 - Faculty on phased retirement who are 0.5 FTE
 - However, they cannot take summer salary the first summer they enter phased retirement

Resources

- Each Department will have its own Google Folder with COS-specific materials:
 1. ACRF Template and Folder to save completed forms for faculty
 2. SOP
 3. Presentation

- Will also be available on the OFBM intranet, along with links to University Resources:
<https://sciences.ncsu.edu/intranet/college-offices/finance-and-business-management/>
- Click Additional Compensation >> Summer Salary (May 16 - August 15)

New for 2025

- R-A's will speak with, and directly work with, their assigned PI's. Encourage a monthly meeting with each PI to review their request. ACRF's involving L5's will be filled out and routed in DocuSign by the R-A's
 - These meetings are already happening with the majority of researchers taking advantage
 - 47 faculty members have already indicated their intentions to take summer salary during these meetings
- DBM's will still take lead on ACRF's for those faculty who are **only** teaching. DBM's will route these ACRF's in DocuSign
 - DBM's please share this information with your R-A if faculty are doing **both** research and teaching during the summer. The R-A will add to the ACRF
- Updates on ACRF - Adjusted conditional formatting. Will look at examples at the end of the presentation!
 - **Orange** = Investigate and make note in "Work to be performed" box
 - **Red** = Stop; there is an issue that must be addressed and cleared before routing the ACRF for signature

Salary and Supplements

- The rate of pay for summer salary payments is based on **base salary as of May 15 of the most recent academic year**

- No adjustments for base increases after that including LSI
 - **CAUTION: If you are filling out the ACRF after LSI has been loaded to the HR System, you must go back to the prior FY to determine the rate of pay**

Earnings Codes - Research

- 601 – work performed 05/16/25 – 6/30/25
- 602 – work performed 07/01/25 – 8/15/25
- Use codes regardless of funding source; they describe effort being expended
- If entering action after 7/1/25 for work performed 5/16/25 – 6/30/25 use 601, not 602. Codes should match period of performance

Earnings Codes - Teaching

- 650 – Summer Instruction; Time Reporting Codes (TRC Code) associated with it describe Session:
 - 651 – Summer Session I
 - 652 – Summer Session II
 - 653 – 10 week Summer Session

- 655 – Maymester

- 996 – Distance Ed

Earnings Codes - Overload

- 619 – Instructional duties performed beyond employee's Statement of Faculty Responsibilities (SFR) during the period of 5/16/25 – 8/15/25
- Secondary administrative roles must now be paid as administrative supplements. Remaining administrative overload earnings code 623 is being deactivated

Relevant Resources:

[Earnings Codes from HRIM Website with Description](#)

[9 Month Appointments and 12 Month Administrative Supplements](#)

What months do I use?

→ For Summer Session Instruction

- ◆ Summer Session I – June
- ◆ Summer Session II – July
- ◆ 10 Week Summer Session – Split 50/50 between June & July

→ All other work - Pay in month effort expended

- ◆ Example: Research on Project X done in May; Add to May

Dollar Amount Per Project Per Work Period Per Month			
May	June	July	August

NSF 2/9 Rule

- As a general policy, NSF limits the salary compensation requested in the proposal budget for senior personnel to no more than two months of their regular salary in any one year. It is the organization's responsibility to define and consistently apply the term "year", and to specify this definition in the budget justification.
 - NC State defines this as 8/16/2024 – 8/15/2025
 - Fall 2024 and Spring 2025 on Form - Must enter Amount
- Under normal rebudgeting authority, as described in Chapters VII and X, a grantee can internally approve an increase or decrease in person months devoted to the project after an award is made, even if doing so results in salary support for senior personnel exceeding the two month salary policy. No prior approval from NSF is necessary as long as that change would not cause the objectives or scope of the project to change. NSF prior approval is necessary if the objectives or scope of the project change.

NIH Salary Cap

FY 2024 levels remain while under a continuing resolution – [NOT-OD-25-010](#)

[Salary Cap Summary \(FY1990 – Present\)](#)

FY 2024 Awards Issued	
October 1, 2023 through December 31, 2023 (Executive Level II)	\$212,100
January 1, 2024 through September 30, 2024 (Executive Level II)	\$221,900
FY 2023 Awards Issued	
October 1, 2022 through December 31, 2022 (Executive Level II)	\$203,700
January 1, 2023 through September 30, 2023 (Executive Level II)	\$212,100
FY 2022 Awards Issued	
October 1, 2021 through January 1, 2022 (Executive Level II)	\$199,300
January 2, 2022 through September 30, 2022 (Executive Level II)	\$203,700

NIH Salary Cap

- Effective January 1, 2024
 - Annual - \$221,900
 - Monthly - \$18,491
 - ½ Month - \$9,245
- If award issued AND adequate funds available, may rebudget for higher cap
- Must pro-rate for % effort if less than 100%
- May use a cost sharing account (non L5) to make up differential

Ledger 5 - Budget and Travel Check

- Ledger 5 expenditures **require** agency approval. 2 Options:
 - Already included in awarded budget or
 - Submit Project Modification Request (PMR) – wait for approval **PRIOR** to entering action

- Budget and travel check verification to be completed by R-A during review of request by the faculty member

Ledger 5 - Warnings

- If more than >90% of the monthly pay requested is on L5 Projects it requires a monitoring plan and Dean's approval (May & August ½ month, June & July full month)
 - Must be cleared unless there is approved monitoring plan in place for effort and pay on the L5 project – no other activities allowed
 - Expectation this is **RARE** (None in Summer 2023 or Summer 2024)
 - Expect NONE in Summer 2025
- NSF 2/9's Rule - If more than 2/9 allowed by NSF, use button on ACRF to clear the error
- NIH Cap - Must be addressed; Cannot move forward with warning

Earning greater than 33.33%

- An employee may request an exception to earn greater than 33.33% of their annual base salary, when no portion of the salary will be paid from L5 funds. This exception requires Dean's approval
- We do have a handful of these every summer. All examples are for faculty who are teaching only and paid from L2 funds. Those rates are not tied to base salary
- An employee may **not** receive more than 33.33% of their annual base salary when **any** portion of the salary will be paid from L5 funds. **No exceptions can or will be made**

Other Rare Circumstances

- A faculty member may be teaching Study Abroad courses, may work for other Colleges, or even work for other UNC System Institutions (Dual Employment)
- ALL of these situations must be factored into the ACRF. In other words, these forms of compensation ARE subject to the same 90% and 33.33% thresholds
- Let's look at some Examples of an ACRF and how to fill out and correct errors!

[Example #1](#)

[Example #2](#)



**Resolve issues
BEFORE advancing
the Forms or Action!**

Thank you!

DocuSign

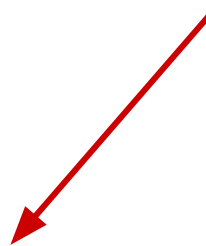
All Initials and Signatures must be captured in DocuSign:

1. Employee
2. Responsible PI (signature needed on line if not employee)
3. Research Accountant (only if L5 projects on form)
4. Department Business Manager
5. Department Head (only if Monitoring plan required)
6. Assistant Dean of OFBM (if action needs to go to Dean)
7. Dean (if required)

Add Department HR Partner as a CC (only receives a copy when complete)

R-A or DBM (if instruction only on the ACRF) will place a copy of the Docusigned version in the department's shared Google Folder

When does the Dean need to sign?

- Dean's Signature Required under the following 3 circumstances:
- Exception if total salary exceeds 33.33%. **NO** exception will be approved if any portion of salary on a ledger 5 project. Signature only required if 33.33% exceeded over the entire summer, not in a single month (per pay period)
 - >90% effort on ledger 5 in a single month (per pay period)
 - Payment of summer salary after 09/30/25
- DocuSign Routing - Use Unity Emails!
- Assistant Dean of OFBM - Initial - Amanda Savas (aljohn23@ncsu.edu)
 - Dean - Signature - Lewis Owen (laowen2@ncsu.edu)
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Additional Compensation System

- HR Partner will enter and submit
- Approval Routing when L5 Project involved:
 - Department (Supervisor, Department Head)
 - Research Office (CRO SR-A)
 - Business Office (Director of Research Admin or Business Manager, OFBM)
 - University HR (Class and Comp)

▼ **Current Status:** **Approved** [View/Hide Comments](#)

Approval Path

Approved ✓ Gavin Williams Additional Pay Dept 06/24/24 - 2:12 PM	→	Approved ✓ Veronica Morrison Additional Pay ResOfc 06/26/24 - 9:30 PM	→	Approved ✓ Georgia Main Additional pay BusOfc 07/11/24 - 4:47 PM	→	Approved ✓ Emily Millican Additional Pay HREPA 07/16/24 - 8:32 AM
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▼ **Comments**

Amanda Savas at 07/08/24 - 8:10 PM
207518-30092 Approved

Will be both Betty
Morgan and Georgia
Main this year

Will be Allie Geng this year

Additional Compensation System

- Approval Routing when no L5 Projects involved:
- Department (Supervisor, Department Head)
 - Business Office (Director of Research Admin or Business Manager, OFBM)
 - University HR (Class and Comp)



Will be Allie Geng this year

- Actions can be initiated from outside our College that involve our faculty. These actions require approval from their home supervisor (a COS Department Head) as well as the COS Business Office

Documentation

- For **EVERY** action - Attach ACRF, Attestation, Monitoring Plan (if applicable)
 - Upload as one PDF document to Additional Comp Action

- If the ACRF is updated, please make sure to update the version number at the top, and that the correct version is attached to the action

Active Queue Report

- **Initiator's responsibility (HRS)** to ensure actions are approved at each stage by the applicable deadline. If they were not approved all the way through, the HRS needs to inform the faculty their pay will be delayed a month
- Initiator shall run active queue report, determine status of actions and follow up with approvers as deadlines approach. **Let's run it together!**

MyPack Portal >> Human Resources Systems >> NCSU Administration >>
Additional Compensation >> Additional Compensation Rpts >>
Active Queue Report

Deadlines

College of Sciences Summer 2025 Additional Compensation Deadlines

ACRF, ATTESTATION, AND DOCUSIGN DEADLINES

	Due Date	Note
R-A Completes: Meeting with PI's to review Summer Salary requests, Fills out ACRF, routes in DocuSign, and secures all signatures	04/25/25	R-A completes on rolling basis ahead of May Additional Compensation deadlines below. Any original submissions or subsequent requests submitted after 04/25/25 will be handled in keeping with deadlines below. For faculty being compensated for instruction only, the DBM will complete all steps instead of R-A.

ADDITIONAL COMPENSATION SYSTEM DEADLINES

Work Performance Period	Month	Date Action must be entered in the Additional Compensation System and approved by Department Head	Date College Approval Must Be Complete at the both the Research Office and Business Office Levels (1)	Payroll Date (2)
05/16/25 - 05/31/25	May (1/2 month)	05/01/25	05/09/25	05/30/25
06/01/25 - 06/30/25	June (full month) - EARLY LOCKOUT	05/23/25 (BEFORE MEMORIAL DAY)	06/05/25	06/30/25
07/01/25 - 07/31/25	July (full month)	07/01/25	07/10/25	07/31/25
08/01/25 - 08/15/25	August (1/2 month)	08/01/25	08/08/25	08/29/25

Note: NO Manual Checks will be issued due to missed deadlines. Requests will be processed and paid the following month

(1) For any summer salary paid after 8/29/25, we will use the University's lockout deadline

(2) Any summer salary additional compensation requests paid after 09/30/25 require Dean's approval because of the TEARS process

Tips, Recommendations, Reminders!

ACRF

- Form should capture entire summer's activity
- Base salary calculations are based on the FY25 base and supplements that qualify. Amounts earned after July 1 will not be adjusted due to salary increases, including LSI
- If there is a work start and end date, there should be \$ in the month column(s)
- If there is an amount in a specific month, it should be within the work start and end dates
- No cents, round down, whole dollars only
- Ensure description of work is detailed

Additional Compensation System

- Ensure dates on form MATCH dates in system!
- Actions should be entered month by month (enter May for May payments due only). COS discourages entering for future months to minimize corrections
- **Don't wait until the week of the deadline to enter all actions for that month. High volume; quick turnaround needed!**

Questions after Training?

If they involve L5 funding, please send to cos_postaward@ncsu.edu. Your assigned R-A will answer your questions!

NIH Salary Cap - Example 1 - 100%

Requested

Faculty 9 month base + supplements salary = \$180,000

Faculty monthly salary = \$20,000 (\$180,000/9)

2.7 months of 9 month salary at **100% effort** = \$54,000 (\$20,000 * 2.7)

Allowed

NIH Annual 12 month Salary Cap = \$221,900

Monthly Salary Cap = \$18,491 (\$221,900/12)

2.7 months of 12 months at **100% effort** = \$49,925 (\$18,491 * 2.7)

Unallowable = \$4,075 (\$54,000 - \$49,925)

NIH Salary Cap - Example 2 - 80%

Requested

Faculty 9 month base + supplements salary = \$180,000

Faculty monthly salary = \$20,000 (\$180,000/9)

2.7 months of 9 month salary at **80% effort** = \$43,200 (\$20,000 * 2.7 * 0.8)

Allowed

NIH Annual 12 month Salary Cap = \$221,900

Monthly Salary Cap = \$18,491 (\$221,900/12)

2.7 months of 12 months at **80% effort** = \$39,940 (\$18,491 * 2.7 * 0.8)

Unallowable = \$3,260 (\$43,200 - \$39,940)