

2024 Summer Salary: Frequently Asked Questions

Updated February 12, 2024

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

- You should work with your BRS 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 BRS 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 BRS RA**, you should work with staff in your academic unit/department to complete and submit your summer salary request to BRS for processing.
- You must initiate your request **prior to the deadline** for the time period for which you are requesting compensation to ensure on-time pay and prevent UCPath pay errors for retroactive actions.
- 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. 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 **Monday, 4/10/24**; however, we realize that this may not be possible. Requests submitted for processing -- by either a BRS Research Administrator or by departmental staff, on behalf of the faculty -- prior to the deadlines listed below will be paid on the next monthly exempt pay date. For example:
- For payment on **May 31** (for effort in May), prior to **4/10/2024**
- For payment on **July 1** (for effort in June and/or May), prior to **5/10/2024**
- For payment on **August 1** (for effort in July, June, and/or May), prior to **6/10/2024**
- For payment on **August 30** (for effort in August, July, June, and/or May), prior to **7/10/2024**

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Why are unclaimed rows for the month of processing and any prior months locked if I missed the posted Smartsheet approval deadline?

- In order to not disturb existing entries for the transitional team, unclaimed rows not used after the posted Smartsheet approval deadline will be locked. Any subsequent (late) entries will require special treatment by the regional Summer Salary entry team. If you have a request requiring special treatment, please talk to your RA/FA.

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, BRS HR/APS will make every attempt to ensure payment is processed as quickly as possible. If BRS cannot process the late request on time, it will be processed for the next monthly pay date.
- If you are submitting a late summer salary request **after the posted deadline**, please note that due to UCPath system limitation, there's no guarantee that late requests will be processed on the requested chartstring. In some instances, Direct Retro might not work to transfer late payroll transactions to capped funds, and the PI might need to use a discretionary fund or other sponsored funds to cover the expense of their late summer salary request. It is important that you work with your applicable RA in these instances to work through the complexities.

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

- The [2024 Summer Salary Guidelines](#) outlines 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:
 - **5/13 - 31, 2024:** 15 days maximum
 - **6/1 - 30, 2024:** 20 days maximum
 - **7/ 1 - 31, 2024:** 23 days maximum
 - **8/ 1 - 20, 2024:** 14 days maximum
- *While 72 days are available, your request cannot exceed 57 days total (academic year faculty) or one-month (fiscal year faculty).*

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

- Refer to the [2024 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 [2024 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 BRS 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 BRS 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 BRS with other fund administrators across campus.
- If you work with a departmental financial contact for all your fund approval(s), initiate the process with that individual. They can assist in submitting the appropriate information to BRS.

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 BRS Research Administrator or departmental contact, as appropriate, if you anticipate utilizing “still to be awarded” funds.
- If you know you will be taking additional months for summer salary, please inform your BRS Research Administrator or department contact so they can get the request started in advance of the summer periods to avoid possible retroactive delays and potential administrative errors due to UCPATH late transactional pay issues.

I am a staff member in a department that administers our own faculty funding. What assistance can BRS 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

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completion of their requests, as well as reduce errors. Designated departmental staff will receive Smartsheet access, instructions, tutorials, and other resources.

- BRS Research Administration is available to answer questions regarding salary caps, CBR rates and adjustments, ‘PC mapping’, and the attestation policy. Please contact your respective BRS RA or BRS Regional Director for additional assistance.

Who do I contact if I have questions?

- If you have funding administered by BRS (*which includes ERSO*), contact your BRS Research Administrator. If you do not have funding administered by BRS (i.e., your funding is administered by your department), contact your departmental contact.
 - BRS RA assignments can be found here: <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 2024 Summer Salary process can also be referred to your applicable regional BRS Human Resources/Academic Personnel Support (HR/APS) Team by creating a [“general question or problem” ticket via HR Service Hub](#). ERSO departments should instead, email the ERSO team at: ersohrops@berkeley.edu
- 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; 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](#).

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There is a change in my benefits eligibility level due to the summer salary appointment? Why?

- For individuals appointed on a part time basis, additional compensation entered with an FTE in UCPath, including summer salary appointments, may trigger benefits eligibility. The hours worked will count towards your Affordable Care Act (ACA) eligible hours for the year and may change your benefits eligibility level.
 - For example: Asst Adjunct Professor at 20% time picks up a 31.58% summer salary appointment effective June 1. At a combined appointment FTE of 51.58% time, the faculty will become eligible for CORE benefits as of June 1.

I plan to retire on July 1 with one business day break in June to qualify for the Inactive Cost-of-Living Adjustment (COLA). What is the maximum number of summer salary days can I request for June?

- To qualify for the *Inactive* COLA, a UCRP member must have 1976 Tier service credit and at least one business day break prior to the July 1st retirement date.
 - For retirement on July 1, 2024, the last day worked must be no later than June 27, 2024.
 - When the last day worked is June 27, 2024, the maximum number of summer salary days that can be requested is 19 days.