

ERSO SUMMER SALARY RESEARCH PROCESSING INSTRUCTIONS

The 2024 dates for summer salary are May 13^h - August 20th, 2024. Total summer earnings cannot exceed 3 months/57 work days.

Other summer salary considerations:

- **Attestation required for over 2.5 months/48 workdays**
 - A Principal Investigator (PI) who wishes to be paid for more than 2.5 months (i.e., 48 workdays) from federal sources is required to attest to the precise number of additional days of compensation they anticipate taking. The signed attestation must be submitted to the EVCP by April 30 each year.
 - See [February 20, 2009 Campus Policy on Summer Ninths from Federal Source](#)
- **Per Agency policy and institutional guideline, NSF fund sources should not exceed 2 months/38 workdays.**
Refer to the policy section, 2.g(i)(a), at this link: https://www.nsf.gov/pubs/policydocs/pappg18_1/pappg_2.jsp

Step	Owner	Process
1	Faculty/PI	<ul style="list-style-type: none"> • Determines appropriate summer research funding and the number of days to be charged to each project • Contacts RA to complete the Summer Salary Request Form
2	RA/Departmental Contact	<ul style="list-style-type: none"> • Downloads 2024 Summer Salary Form • Works with AP Analyst/Department to determine chartstring(s) (if applicable) • Obtains Faculty/PI signature (no copy/paste signatures) on completed form (and attestation, if needed) • Submits completed form to HR Operations via google drive 2024 Summer Salary Folder (not sub folders) using the following naming conventions: New = Last Name, First Name Revisions: Last Name, First Name v1 (v2, v3, etc as more revisions are submitted) • Completes Summer Salary Submission google form • Notifies HR Operations via alias if PI receives a merit
3	HR Operations	<ul style="list-style-type: none"> • Verifies and enters information in UCPath • Confirms compliance for funds flagged with e-verify funding • Forwards request to ERSO Payroll Services for audit and payment review • Submits forms with attestation to EVCP
4	Payroll Services	<ul style="list-style-type: none"> • Reviews the job record in UCPath • Processes off-cycle payments, as appropriate • Reconciles payment and general ledger to ensure payment was issued correctly

Google Drive Process

- Drop summer salary forms in the main 2024 Summer Salary folder (not any sub folders)
- If your summer salary form is no longer in the main folder, that means it's being worked on by HR Operations (in their sub-folder by letter group) or it's been processed (in the payroll folder)
- Each month, summer salary forms may move around between the HR Ops subfolders and the payroll subfolder as we need to update UCPath each month summer salary is being requested

Summer Salary Form Tips:

- Indicate “New” or “Revised” on form
 - A revised form submission requires an explanation e.g.:
 - “June change in original fund source”
 - “July increase (or decrease) in workdays from X to X”
 - “August add X workdays; new fund source”
- Indicate PI’s Academic Department, Name, Employee ID, All RA contact information and Date. Indicate if any funds are E-verify and sign off as confirmation there is sufficient funding for the request
- Specify number of days worked by fund source type in the appropriate “Federal” or “Other” Column
 - Time must be entered in full day increments.
 - REMEMBER: Reporting is in actual days worked, not a percentage
- For NIH funded payments, enter the capped rate and the supplement amount on the designated fields on the form and enter the chartstring for the supplement. If no supplement, write N/A in both fields
 - Don’t forget to use the NIH calculator: <https://www.erso.berkeley.edu/web/nih-salary-calculator>
 - Supplements can only be paid on non-discretionary funding
- ERSO will payout summer salary for all the academic units ERSO supports. However, to ensure compliance with not exceeding the maximum allowed days, also indicate the name of other academic departments in the chartstring field **(do not input the chartstring)** along with the amount of days on the form.

Summer Salary Submission Deadlines

Summer Salary Effort Month	Submission Deadline	Check Date
May	April 10 th	May 31 st
June	May 10 th	July 1 st
July	June 10 th	August 1 st
August	July 10 th	August 30 th

Direct questions regarding summer salary appointments to HR Operations: ersohrops@erso.berkeley.edu
Direct questions regarding summer salary payments to Payroll Services: ersopayroll@erso.berkeley.edu