Summer Salary

PAF Manual
Summer Salary PAF System

Definition and Guidelines:
Summer Salary is compensation to CUNY Faculty for working on sponsored research during the summer and is paid by the individual campus' payroll office. The Research Foundation is involved in the process only to the extent of validating sponsor allowability, allocability, and verification of budget availability. Participation in, and eligibility for, summer salary employment is only valid during periods outside of the academic year obligation. The program appointments may begin June 1st and must end by August 31st of each calendar year. Sponsors may limit the summer salary period (Please check with your respective RF Project Administrator). Only full-time teaching CUNY Instructional Staff in the following titles are eligible to participate in the Summer Salary Program:

- Professor
- Associate Professor
- Assistant Professor
- Lecturer
- Lecturer (Doctoral Schedule)
- Instructor
- Instructor II
- Einstein Professor
- Distinguished Professor
- Distinguished Lecturer
- Substitute Assistant, Associate or Professor
- Law School Instructor
- Law School Assistant, Associate or Professor
- Medical (Basic or Clinical) Assistant, Associate or Professor

How to Calculate Summer Salary
The Maximum Summer Salary amount is calculated based upon the full-time Academic annual salary. Divide the annual salary by 9 and the result is the monthly base, which is the number used to calculate the maximum summer allowance. Use the start and end dates of the appointment period to determine the pertinent number of workdays in June, and/or July and/or August. Count the number of pay periods of the summer schedule and divide the number of pay periods into the maximum salary. This produces the summer salary rate.

Summer Salary Allowance Limitations
In general, the maximum salary for participants shall not exceed two and one-half times the monthly base. Salary for participation in scholarly research shall not exceed three-ninths of the monthly base.

*NSF grants allow only two months of total summer salary support, even when scholarly research is involved.* The three month maximum for faculty doing research during the summer is allowable on other federal awards with the exception of training grants which allow two and one-half months.

In order for Summer Salary to be paid, a Summer Salary Certification form (appendix A) must be completed by the Summer Salary recipient and submitted to the Grants Office.

Additional information on Summer Salary can be obtained from the Project Director’s Guide on the Research Foundation Website [www.rfcuny.org](http://www.rfcuny.org)
Summer Salary PAF

The purpose of the Summer Salary E-PAF system is to collect salary encumbrance and associated fringe benefit information for posting into the Research Foundation’s general ledger. Salary payments are made to Faculty by the CUNY college payroll office consistent with the encumbrances. The college is then effectively reimbursed by the sponsored award.

To access the Summer Salary e-PAF system, please sign onto the Research Foundation website, www.rfcuny.org using the PI ID and password. Next, click on the e-Services tab at the top of the page. Scroll down to highlight and select the ‘Summer Salary PAF’.
Selecting ‘Summer Salary PAF’ will bring the user to the main page of the Summer Salary PAF system. The system welcomes the user by name. There is also a navigation bar at the top of the page where the user clicks to access the various modules of the system.

To create a new Summer Salary appointment, click ‘Create / Add Summer Salary’.

To modify an existing Summer Salary Appointment, click ‘Modify Existing Summer Salary’.

To view pending appointments / entries, click ‘All Pending Summer Salary’.

To go back to the main page, click ‘Main Page’.

**Note:** Appointments and encumbrances for the different months of June, July, and August must be entered as separate PAFs.
Create/Add New Summer Salary

To begin, the user must enter the Summer Salary Year and select the project that will reimburse the payroll office.

Click ‘Enter’ to continue or ‘Exit’ to cancel the action.
Next, the user must enter the employee name or the last 4 digits of the employee’s social security number, as well as the appointment dates, pension type, and encumbrance (actual salary to be paid) for the appointment period. Once the information is entered, click ‘Validate’ to continue.

![Image of eSummer Salary PAF interface](image)

A separate fringe encumbrance of 25% of the salary is automatically calculated by the system. Next, click the blue ‘Submit Notification’ button to send the PAF for approval.

**Reminder:** Appointments and encumbrances for the different months of June, July, and August must be entered as separate PAFs.
The user may edit or delete this PAF as necessary by clicking on the appropriate word at the left hand side of the PAF line.

Click the ‘Add’ button to create another PAF.

**Reminder:** *Appointments and encumbrances for the different months of June, July, and August must be entered as separate PAFs.*
Once the PAF has been submitted, an email is sent to the next level in the approval routing process (most likely the college grants officer), notifying that person that a Summer Salary PAF has been submitted and needs review and approval. Once the PAF has been approved by the campus Grants Officer the PAF is sent to the Research Foundation Administrator in the Department of Grants and Contracts.

Click the ‘Back’ button to modify the PAF.
Modify Existing Summer Salary

To begin the modification process, the user must enter the Summer Salary Year and select the project that will reimburse the payroll office.

To modify the PAF, click ‘Edit’ at the left hand side of the PAF line.
The PAF information appears in the center box. The user must enter the new information in the appropriate field. Click ‘Recalculate’ to continue.

Note: Summer Salary recipients cannot be changed in the Modify Existing Summer Salary module. Instead, the incorrect PAF must be deleted and a new PAF must be created using the ‘Create/Add New Summer Salary’ option.

Click ‘Modify’ to confirm the change. Click OK on the message window to proceed to the submission screen.
Because the information has been changed, the PAF needs to be resubmitted.

Click the ‘Submit Notification’ button to resubmit the PAF.
CITY UNIVERSITY OF NEW YORK
Personnel Summer Activity Report for Sponsored Activities

Summer Salary Certification

<table>
<thead>
<tr>
<th>Period</th>
<th>June 1 - June 15</th>
<th>July 16 – July 31</th>
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<tr>
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<td>June 16 - June 30</td>
<td>August 1 – August 15</td>
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<tr>
<td></td>
<td>July 1 – July 15</td>
<td>August 16 – August 31</td>
</tr>
</tbody>
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(please check only one period per form)

College: ______________________  Name: ___________________________

Department: ___________________    Title: ___________________________

S.S.#: __________________________

Sponsored activities administered through the Research Foundation:

<table>
<thead>
<tr>
<th>RF Account #</th>
<th>Organized Research</th>
<th>Instructional</th>
<th>Other Sponsored Activity</th>
<th>Percent or Hours *</th>
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Date ______________________  Faculty (Employee) signature ______________________

AND**

Date ______________________  Authorized Signature ______________________  Title ______________________

* As per OMB A-21, Section J.8 (Compensation for Personal Services) Effort Reporting Requirement Bullet 3: “Certification which encompasses all employee activities on an integrated basis (i.e., 100% of effort).”

** As per OMB A-21, Section J.8.c(3)(e), “…Department Chairperson or other authorized signatory with direct knowledge of the work may confirm this report.”

4/2006 (revised)