

# Summer Salary System Manual Version 3.0





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### Overview

Summer salary is additional compensation paid to eligible CUNY faculty members who perform research on sponsor funded awards outside of the nine-month academic year. Summer salary is paid in addition to the faculty member's academic year annual salary rate and the corresponding work must be performed during CUNY's summer period (June – August).

The Summer Salary System allows authorized users to process summer salary transactions electronically. To receive summer salary compensation, the college must create and submit an Appointment and Payment Authorization(s) through this system. Fully approved Payment Authorizations are compiled and sent to CUNY Payroll via reports on agreed upon deadline dates which result in summer salary payments to faculty on specific CUNY pay dates.

The Summer Salary System employs a two-part process that consists of creating the summer appointment and then approving payments as the summer progresses. The **Appointment** module allows the user to submit a lump sum total for a faculty member on a specific sponsored account. The **Payment Authorization** module then allows the authorized user to divide their appointment total among the defined pay periods for the summer. This arrangement can be saved ahead of time but approval for payment can only be made by the college at or near the end of each pay period.

After the entire summer period has passed, the **Effort Certification** module allows the PI to certify effort online for any employees with summer salary activity on their sponsored accounts.



### Users

The following users have access to the **Summer Salary System**. This manual focuses on the first two user groups: **Principal Investigators (P.I.s)** and **Grants Officers (G.O.)** 

### P.I.s

These users typically operate from a C.U.N.Y. campus and create summer salary transactions on behalf of a summer salary recipient/employee. In some cases, the P.I. and the summer salary recipient is the same person. These users perform the following actions within the system:

### Appointments

- **Create** appointments.
- Delete appointments.
- Edit appointments that they created.
- Recall appointments that were submitted by them.
- **Save** appointments.
- **Submit** appointments to their G.O. for approval.

#### **Payment Authorizations**

- **Create** payment authorizations.
- **Delete** payment authorizations.
- Edit payment authorizations that they created.
- **Recall** payment authorizations that were submitted by them.
- **Save** payment authorizations.
- Submit payment authorizations to their G.O. for approval.

#### G.O.s

These users also typically operate from a C.U.N.Y. campus and are responsible for approving and submitting summer salary transactions to the **Research Foundation** (RF) for processing.

**Please Note:** In order for any summer salary transaction (**Appointments** or **Payment Authorizations**) to be processed, they must be approved by a campus GO.



These users may perform the following actions within the system:

#### Appointments

- **Approve** appointments and submit them to the RF for approval.
- **Create** appointments.
- **Delete** appointments.
- Edit appointments that they created or that were submitted to them for approval<sup>1</sup>.
- **Recall** appointments that were submitted to the RF.
- **Reject** appointments that were submitted by a P.I.
- **Save** appointments.

#### **Payment Authorizations**

- Approve payment authorizations that were either created by them or a P.I. Once a
  payment authorization is approved by a G.O., it requires no additional approval by the RF.
- Create payment authorizations.
- **Save** payment authorizations.
- Edit payment authorizations that they created or that were submitted to them for approval<sup>2</sup>.
- **Reject** payment authorizations that were submitted by a P.I.

#### **RF Processors**

These users are **Project Administrators** who work at the RF. They are responsible for reviewing and processing appointments that are sent to the RF by G.O.s.

**Summer Salary Administrator**: This user is responsible for managing the overall summer salary process, coordinating the actions of users, creating payment authorization reports for CUNY, and answering general questions.

<sup>&</sup>lt;sup>1</sup> G.O.s may edit a summer salary if they have access to the project(s) used to pay that summer salary.

<sup>&</sup>lt;sup>2</sup> G.O.s may edit a summer salary if they have access to the project(s) used to pay that summer salary.

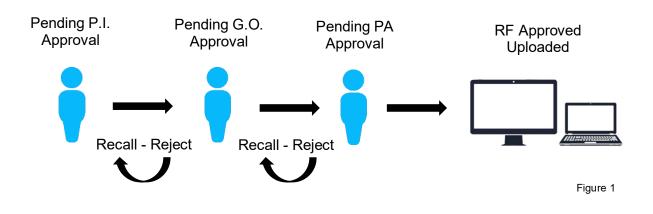


### **Understanding Workflow**

The workflow used by the Summer Salary System is similar to the workflow used by most **RF E-Systems**. It's important to understand the system's workflow as it will allow you to monitor your transaction and gain a better understanding of the overall process.

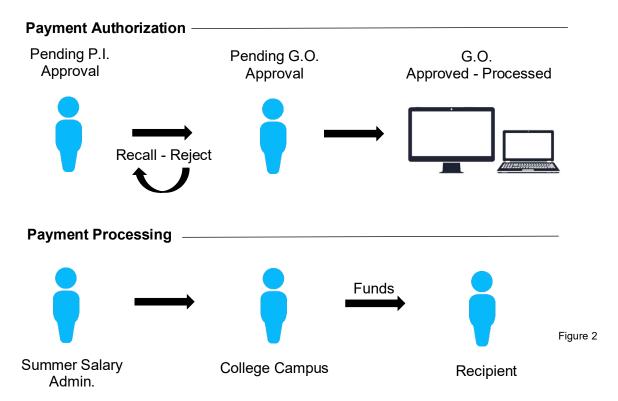
### The Appointment Workflow

Figure 1 illustrates how an appointment flows between users and how its status (shown with arrows) is changed by each user's action.



### The Payment Authorization Workflow

Figure 2 illustrates how a payment authorization flows between users and how its status (shown with arrows) is changed by each user's action.

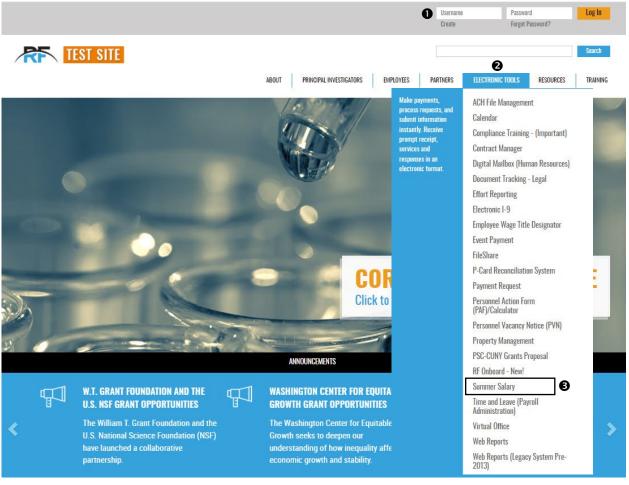




### Accessing the System

The Summer Salary System is available via the RF Website. We begin with logging in, you must log in with either a P.I. or grants officer's **User ID**. You cannot access this system with a **Preparer** or **Employee ID**. If you do not have a valid **User ID** or if you do not see the **Summer Salary** option listed under your **Electronic Tools** menu, please call the Summer Salary Administrator at 212-417-8402.

Once you have logged in with your **Username** and **Password ●**, hover over **Electronic Tools ●**, scroll down to **Summer Salary ●** and click on the link. After clicking on the link, figure 4 on page 6 will appear.







The Summer Salary System is divided into five modules: **Appointment 0**, **Payment Authorization 2**, **View Pending 3**, **Effort Certification 4**, **and Reports 5**. You can enter each section by clicking on the module button or by clicking on the **icons 6**. Next, we will discuss how to use each of these modules.



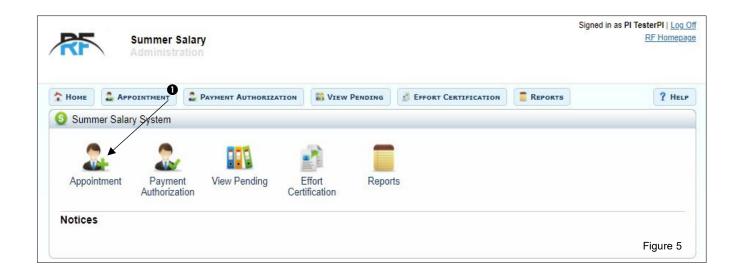


### **Appointments**

This module allows you to create new appointments and modify existing ones.

### **Creating a New Appointment**

From the Dashboard, click on the **Appointment Button** or **Icon •**. This will bring you to the main Appointment page seen in figure 8 on page 8.





On this page, you need to verify that the **Year O** is correct. The system will always default to the current year. If you wish to process a retroactive appointment (i.e. for a previous year). Click **Change Year O** and a **drop-down O** menu will appear, select the appropriate year. An Ok button will appear. Next, click **OK O** to complete your selection. With the correct year selected, click **Add New Appointment O** to begin creating a New Appointment. This will bring up a pop-up window where you can add New Appointment as seen in figure 8 below.

🕈 Номе 🚨 Арро	ІНТМЕНТ	ENT AUTHORIZATION	Tiew Pending	S EFFORT CERTIFICAT	TON	? HELP
alary Summer Salary	System / Appointme	ent				
Summer Salary Ye	ar 2021 Change Year	0				
Add New Appointr	nent					Figure 6
0						Figure 6

🕈 Номе		PAYMENT AUTHORIZATION	VIEW PENDING	<b>B</b> EFFORT CERTIFICATION	E REPORTS	? HELP
Sumr	ner Salary System /	Appointment				
Summer	Salary Year 2021	ок (				
	2021 2020	6				
5 Add Net	w Appointmer 2019	1				Figure 7
6						-

	2 PAYMENT AUTHORIZATION	The second secon	TREPORTS	? HELP
Summer Salary System /	Appointment			
Summer Salary Year 2020	Change Year			
Add New Appointment	Add New Appointment			
·	Project			
	PI Name			
	Employee			
	Annual Salary			
	Maximum Summer Salary			
	Salary Encumbrance			
		Notes: All fields are mandatory		
	Preview Close			
			F	igure 8



The next step is to enter the **Project Number O**. By entering the first digit, a drop-down menu will appear to choose from. Once you choose a project, the **PI's Name O** will automatically appear along with the **Available Funds O**. Then choose the **Employee O**. By entering the first letter a drop-down menu will appear for you to choose from. Once you choose a name, the **Annual Salary O** and **Maximum Summer Salary O** will appear. This is the employee's Maximum Salary for the summer across all projects. This may be less according to restrictions on a particular grant.

Next enter the **Salary Encumbrance ●**. After entering the Salary Encumbrance, you must click on the **Preview** button **③** in order to see the information and save.

**Please Note:** The Preview button will be greyed out until all the required information is provided. After entering all the required information, the button will change colors and the option will be available.

After clicking the Preview button, the system will generate the Fringe, College, Allowable Salary, and Total Allowable Sal. along with new function buttons as seen in figure 9 below.

HOME APPOINTMENT	Tiew Pending Effort Certification	? HELP
Summer Salary System / Appointment		
Summer Salary Year 2020 Change Year		
Add New Appointment		
Project	4     4     40E96-00 11   EVOLUTION OF MANDIBULAR     40E96-01 11   EVOLUTION OF MANDIBULAR	
PI Name	40E96-02 11   EVOLUTION OF MANDIBULAR	
Employee	ARONS, LESLIE   10858925           ABAD COLOM, MARIA   24100014	
S Annual Salary	\$66,641.00	
Maximum Summer Salary	\$22,213.67	
Salary Encumbrance	0	
	Notes: All fields are mandatory	
8 Preview Close	Available Funds: \$991,000.00	Einer O
		Figure 9

**Please Note:** The system generates the following data based on the information you entered located in figure 9.



### Features

All features can be viewed in figure 10 on page 11.

**Fringe O**, this is the fringe amount that will be charged to your appointment. It's a percentage of the salary encumbrance entered.

**College 2**, this is the recipient's Payroll College. This college will receive payment authorizations and issue payment to the recipient.

Allowable Salary €, this indicates the percentage of the recipient's allowable salary used by this appointment. This takes into account restrictions, such as the NSF 2-month restriction. **Please Note:** You may place your cursor on the Questions Mark and a pop-up will appear with and explanation.

**Total Allowable Salary ④**, This indicates the cumulative percentage of the recipient's allowable salary used by all appointments for the summer. This number will differ from the Allowable Salary figure if the recipient has two or more appointment for the summer. If the recipient has multiple appointments, you can view a breakdown of his/her cumulative salary. **Please Note:** You may place your cursor on the Questions Mark and a pop-up will appear with and explanation. The same applies to the blue Information Circle.

Edit **9**, this is where you can change the information if needed.

**Save (b)** is required for the appointment before submission and it allows you to return to it at a later time to complete the appointment.

Approve the appointment for submitting so it can proceed into next stage of the workflow. Please Note: If you are a P.I., by choosing this option you will be sending the appointment to your campus grants officer for approval. If you are a grants officer, you will be sending the appointment to the RF for approval. Once your appointment has been approved by the RF, you will receive a notification email.

**Close ③**, you can close the appointment If you wish to return to the previous screen. **Please Note:** You must Save or Submit your changes before choosing this action or your information will be lost.

Print **9**, is an option you have for hard copies.

	2 PAYMENT AUTHORIZATION	VIEW PENDI	NG EFFORT CERTIFICATION	N REPORTS	? HELP
Summer Salary System /	Appointment				
Summer Salary Year 2020	Change Year				
Add New Appointment	Add New Appointment				
		40.005 00 40			
	Project	40G25-00 12			
	PI Name	TesterPI, PI			
	Employee	AARONS, LES	SLIE   10858925		
	Salary Encumbrance	\$5,000.00			
	Fringe (26.70%)	\$1,335.00			
	2 College	LAGUARDIA		Indicates the cumulative	
	3 Allowable Salary ?	19.9%	Indicates the percentage of the employee's allowable salary used by this appointment.	percentage of the employee's allowable salary used across all appointments. For employees with single appointments, this number will be the same as the	
	Total Allowable Sal. ?	19.9% 🕧	No Appointments For Other Projects	"Allowable Salary" figure. For a breakdown by project, please place your cursor over 0.	
	Edit Save Appro		Available Funds:	\$991,000.00	
	<b>•</b> 0				Figure 10



### **Modifying An Existing Appointment**

After your appointment has been approved by the RF, you may choose to modify the appointment's current Encumbrance. You may increase the encumbrance up to the maximum allowable salary for the recipient (encumbrances from other appointments will be taken into account) or reduce the encumbrance up to the amount of outstanding Payment Authorizations submitted for the appointment. All approved **Appointments 0** will be displayed below the Add New Appointment button.

**Please Note**: If your appointment does not appear in the section below the **Add New Appointment** button, it means that it has not been approved by the RF. Please contact your Campus Grants Office or the RF Summer Salary Administrator at 212-417-8402 for information.

This section will display the Employee Name, Project, Current Salary, Current Fringe, College, Amount Authorized, Salary Utilized. You also have the option to Modify the Appointment, view the History for the Appointment and Print a hard copy.

To begin Modifying an appointment, click on the **Modify 2** button. A pop-up modification window will display as seen in figure 12 on page 13.

🛓 Summer Salar	ry System / Appo	pintment						
Summer Salary Y	/ear 2021 Char	nge Year						
Add New Appoin	fment							
Employee	Project	Current Salary	Current Fringe (26.70%)	College	Amount Authorized (YTD)	Salary Utilized	Ø	

To modify the appointment's current Encumbrance Amount, you can enter a positive or negative adjustment in the **Salary Adjustment (+/-)** textbox **①**. For example, to add \$500 to the existing appointment, enter 500 in the **Encumbrance Adjustment (+/-)** textbox.

Next, click **Preview** to review the information generated by the system As seen in figure 12.

Project	40H62-01 01	
Employee	AARONS, LESLIE	
Salary Adjustment (+/-)	0	
College	LAGUARDIA C. C.	
Current Salary	\$9,000.00	
Current Fringe(26.70%)	\$2,403.00	

After you have reviewed the information, you may choose to **Edit** (a), in this section you can edit the Salary Adjustment.

Save 4, allows to save the information and proceed to the next step. This will also allow to save the information and return at a later period to complete the process.

**Process 9**, by clicking Process, you will be sending the Appointment to your Campus Grants Officer for approval. If you are a grants officer, you will be sending the appointment to the RF for approval. Once your appointment has been approved by the RF, you will receive an email notification.

**Close** 𝔅, allows you to return to the previous screen.

**Please Note:** You must **Save** your changes before choosing this action or your information will be lost.

Project	40H62-01 01	
Employee	AARONS, LESLIE	
Current Salary	\$9,000.00	
Salary Adjustment	\$2,000.00	
New Salary	\$11,000.00	
Current Fringe(26.70%)	\$2,403.00	
Fringe Adjustment(26.70%)	\$534.00	
New Fringe(26.70%)	\$2,937.00	
College	LA - LAGUARDIA C. C.	
Allowable Salary <b>?</b>	42.14	
Total Allowable Sal. 🦹	57.46 🕡	



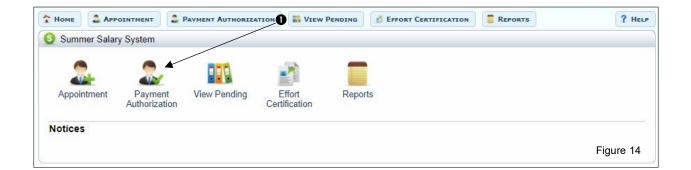
### **Payment Authorizations**

**Payment Authorizations** must be submitted for recipients to get paid. Once payment authorizations have been approved, they will be submitted by the RF to the recipient's Payroll Campus for payment.

### **Creating a New Payment Authorization**

Payment Authorizations can only be created after an appointment has been approved by the RF. To begin creating a payment authorization, click on the **Payment Authorization** icon or tab from your **Main Dashboard 1**.

This will bring you to the Payment Authorization screen in figure 15 on page 15.





In this screen you have the following features:

**Search Feature O**, you can search for appointments by either a Project Number, Employee Name, and All. Once you place the first letter of the name or the first digit of a number, the system will automatically start the search with a drop-down menu to choose from. Once you make your selection, click on the **Select O** button.

**Employee •**, these are the recipients of summer salary payments. They are the individuals for whom you have created Appointments and, on whose behalf, you can now create Payment Authorizations.

**Project No. (**), the project that was used to create the **Appointment** (encumbrance). This project will also be used to reimburse the college, after payment is made.

**College O**, this is the Payroll College of the recipient. This is the college which will receive the payment authorization after it's processed and will issue payment to the recipient.

**Encumbrance (G)**, this is the sum total of the Original Encumbrance and any Adjustments that were processed for this appointment. The sum total of all payment authorizations submitted for the summer on a project cannot exceed this amount.

**Amount Authorized (YTD)** *●*, This is the sum total of all payment authorizations processed for this appointment.

**History ③**, by clicking on the History link, a pop-up window will appear with the history.

To begin creating a payment authorization, click the **Recipient's Name O**. This will bring up the Payment Authorization screen in figure 16 on page 16.

1 Номе		т	2 PAYMENT AU	THORIZA	TION VIEW PENDING	EFFORT CERTIFICATION	N REPORTS	? HELP
急 Sumn	ner Salary Syster	m / P	ayment Authori	zation				
Summer	Salary Year 202	1	Change Year					
D O Proje	ct O Employee 🤅	AII						2 Select
€	Employee	•	4 Project No.		<b>5</b> College	6 Encumbrance	Amount Autho	orized (YTD)
AARONS	<u>LESLIE</u>	4	0H62-01 01	LA	GUARDIA C. C.	\$9,000.00 ( <u>History</u> )	\$0.00 ( <u>History</u> )	
					Showing 1 -	NUMBER OF STREET	8	Figure 15
							<b>↓</b>	
						History: Encumbrance		×
						PI Name Encumbrance Adjust	tment Current Encumbrance	



In this screen you have the following features:

• Displays the Employee Name, Project Number, Payroll College and Total Amount Encumbered (YTD). This is the sum total of the original encumbrance and any adjustments that were processed for this appointment.

**Maximum Allowable Salary (Summer) (**, This is the maximum allowable salary for the recipient for the entire summer. Most projects allow Three-Ninths of the recipient's Annual Salary; however, NSF projects only allow Two-Ninths of the Annual Salary. Please note that this number is for your reference only.

**Maximum Allowable Salary (Monthly) (4)**, This is the monthly limit that the recipient can receive. In most cases it's One-Ninth of the recipient's Annual Salary.

**Maximum Allowable Salary (Pay Period)** This is the pay period limit that the recipient can receive. **Please Note:** the sum total of all payment authorizations submitted for a pay period in the summer on a project cannot exceed this amount.

To begin creating a payment authorization, check the box next to the **Pay Period** I that you wish to process. If you wish to allocate the entire encumbrance across all pay periods, select **all pay periods** I. Next, enter the appropriate payment amount in the **Pending (+/-)** I, column against each selected Pay Period. This will place a check mark in all boxes.

The next step is to click on the **Save Selected** button  $\boldsymbol{\Theta}$ , if you wish to save the information and proceed at a later time or click on **Submit Selected** button  $\boldsymbol{\Phi}$ , to process the selected Pay Periods.

	mployee: AARONS, LESLIE   10858925 mount Encumbered(YTD): \$9,000.00		Project: 40H62- 2 Payroll College		Y TEST PROJECT
Max Max	nual Salary cimum Allowable Salary (Su cimum Allowable Salary (Mo cimum Allowable Salary (Pa	mmer) onthly)	\$117,466.00 \$26,103.56 \$13,051.78 \$6,525.89		
Pay Period			Processed*		ending(+/-)
~	6/1/2021 - 6/15/2021	\$0.00		0	8
	6/16/2021 - 6/30/2021	\$0.00		0	
	7/1/2021 - 7/15/2021	\$0.00		0	
	7/16/2021 - 7/31/2021	\$0.00		0	
	8/1/2021 - 8/15/2021	\$0.00		0	
	8/16/2021 - 8/24/2021	\$0.00		0	
his is	the total amount to be paid for a pay perior ojects and amounts processed for each par	d. If the employee has a period.	more than one project, hover	your cursor over the inf	formation 'I' to see a detailed



After you submit the selected Pay Periods, a green banner will appear informing you of its success as seen below in figure 17.

nual Salary \$117,466.00 ximum Allowable Salary (Summer) \$26,103.56 ximum Allowable Salary (Monthly) \$13,051.78	mployee: AARONS, LESLIE   10858925	Project: 40H62-01 0	1   RFCUNY TEST PROJECT
ximum Allowable Salary (Summer) \$26,103.56 ximum Allowable Salary (Monthly) \$13,051.78 ximum Allowable Salary (Pay Period) \$6,525.89	mount Encumbered(YTD): \$9,000.00	2 Payroll College: LA	GUARDIA C. C.
e Payment Authorization(s) has been successfully processed	nnual Salary aximum Allowable Salary (Summer) aximum Allowable Salary (Monthly) aximum Allowable Salary (Pay Period)	\$26,103.56 \$13,051.78	
	e Payment Authorization(s) has been	successfully processed	L

**Please Note:** Since Payment Authorizations must be submitted after the work is completed, you will only be able to save Payment Authorizations for future pay periods. Submissions can be performed by the P.I. or Grants Officer after the pay period is over.

### Modifying an Existing New Payment Authorization

After your **Payment Authorizations** have been processed, (after the pay period is over and payment has been authorized) they will appear in the **Processed** column **①** in the Payment Authorization screen. In this example we see the amount of **\$200 ②** as being proceed. When you hover over the blue information icon, the Project and Salary Amount information is displayed.

To modify this amount, click the **box ③** beside the appropriate pay period and enter an amount in the **Pending (+/-) ④** column. This can be a new amount or an adjustment. To finalize and submit the modification, click on the **Submit Selected ⑤** button.

	bloyee: AARONS, LESLIE   1 punt Encumbered(YTD): \$9,	2	roject: 40H62-01 0 ayroll College: LA	1   RFCUNY TEST PRO GUARDIA C. C.	)JEC.
Max	ual Salary imum Allowable Salary (Su imum Allowable Salary (Mo imum Allowable Salary (Pa	mmer) \$26,1 onthly) \$13.0	466.00 03.56 151.78 15.89		
	Pay Period	D Pro	cessed*	Pending(+/-)	
	6/1/2021 - 6/15/2021	\$0.00		0	
	6/16/2021 - 6/30/2021	\$200.00 () Project	Salary Amount	350 🕢	
	011012021 013012021	40H62-01 01	\$200.00		
0	7/1/2021 - 7/15/2021	\$0.00		0	
	7/16/2021 - 7/31/2021	\$0.00		0	
	8/1/2021 - 8/15/2021	\$0.00		0	
	8/16/2021 - 8/24/2021	\$0.00		0	
This is	the total amount to be paid for a pay period	d. If the employee has more th	an one project, hover your c	ursor over the information 'I' to see	a detai



### **View Pending**

Your View Pending section enables you to take action on transactions (Appointments or Payment Authorizations) that require your attention. For example, this is where you would approve/submit a transaction that you had saved. This section also allows you to follow the progress of your transaction after you have approved/submitted it.

Transactions remain in this section until they have been fully processed. For Appointments, this means that they will remain here until they are approved by an RF processor. Payment Authorizations will remain here until they are approved by the Grants Officer.

### **Accessing Your Transactions**

To access the section from the Home page, click the **View Pending O** from the Dashboard or the View Pending icon. This will bring you to the next screen as seen in figure 19 below.

🕈 Номе 🚨 /		PAYMENT AUTHORIZAT	TON I VIEW		BEFFORT CERTIFICATION	E REPORTS	? HELP
Summer Sa	alary System						
•	•			-			
Appointmen	t Payment Authorization	View Pending	Effort Certification	Reports			
Notices							
							Figure 19

Next, select the type of transaction you would like to view, **Appointment** or **Payment Authorization ②** in the drop-down menu. In this example we are choosing Payment Authorization. Then click **Select ③**, this will bring you to your View Pending screen as seen in figure 21 on page 19.

Номе	ENT PAYMENT AUTHORIZATION	VIEW PENDING	BEFFORT CERTIFICATION	REPORTS	? HE
Summer Salary Sys	tem / Pending				
Pending Type:	Appointment  Appointment Payment Authorization	•			
					Figure 20



In this screen you have the following features:

Search ●, this is where you can search for Pending Appointment. You may enter the Project, Employee. When you click on All Pay Periods and All Statuses, a drop-down menu will appear to choose from. Once a selection has been made, press the Select button. After selecting the employee, you have the following options before clicking on **Approve Selection** <sup>②</sup> to complete the process.

**Delete ()**, this allows you to Delete transactions that were saved by you or submitted to you.

**Approve ●**, allows you to approve transactions that were saved by you or that were submitted for your approval. See Approve Details on page 20.

**Update ③**, by clicking Update, a **pop-window ④** will appear allowing you to change the New Salary Amount **③**. The **Type ④**, this can be changed by clicking on the arrow for a drop-down menu to choose from. You may leave a Comment or instructions **④**.

After completing the task, you have the option to **Save Update** ①, which allows you to return and submit at a later time. **Submit** or **Close** the window once complete.

Sun	nmer Salary System	/ Payment Author	rization					
	er Salary Year 2021		120001					
		onango roar						
) O Pro	oject 🔿 Employee 🥥 /	All			All Pa	ay Periods	✔] All Statuses	✓ Select
					6/1/2	Pay Periods 2021 - 6/15/2021	All Statuses Created	
					7/1/2	2021 - 6/30/2021 2021 - 7/15/2021 2021 - 7/31/2021	Pending PI Approval Pending GO Approval	
pprov	ve Selected	_				2021 - 1131/2021		
	Employee	Project	College	Pay	Period	Amount	Status	Comment
	AARONS, LESLIE	40H62-01 01	LAGUARDIA C. C	6/1/2021 - 6/	15/2021	\$300	Pending PI Approval	
	yment Authorization	SUE		Showing 1 - 1 of 1	l			Figure 2
mployee	AARONS LE	SLIE		Showing 1 - 1 of 1	1			Figure 2
imployee Project	AARONS, LE			Showing 1 - 1 of 1	1			Figure 2
imployee Project College	, AARONS, LE 40H62-01 01 LAGUARDIA 8/1/0/21 - 6/1	C. C.		Showing 1 - 1 of 1	1			Figure 2
imployee Project College Pay Perio	, AARONS, LE 40H62-01 01 LAGUARDIA 8/1/0/21 - 6/1	C. C.		Showing 1 - 1 of 1	1			Figure 2
mployee roject college ray Perio	AARONS, LE 40H62-01 01 LAGUARDIA I d 6/1/2021 - 6/1 5300 00	C. C.		Showing 1 - 1 of 1	1			Figure 2
imployee Project College Pending S Iew Sala	AARONS, LE 40H62-01 01 LAGUARDIA d 6/1/2021 - 6/1 Salary Amount \$300.00 ny Amount 3 Adjustment	C. C. 5/2021	ent tod Certification twe Salary Increase	Showing 1 - 1 of 1	1			Figure 2
imployee Project College Pay Perio Pending S Iew Sala	AARONS, LE 40H62-01 01 LAGUARDIA d 6/1/2021 - 6/1 Salary Amount \$300.00 ny Amount 3 (2) Adjustment	C. C. 5/2021	iod Certification	Showing 1 - 1 of 1	1			Figure 2



### **Approve Details**

Approve in figure 21 on page 19, When you click on Approve, a pop-up box will appear to Confirm or Cancel as seen in figure 23 below. After you Confirm , a yellow approved banner will appear as seen in figure 24. The window will then open completely as seen in figure 25. You now have a choice to see the Audit Trail or Recall the appointment to make changes then resubmit. The appointments will remain in this section until they are approved which moves then into the next stage.

Please Note: The latter is only applicable to Grants Officers.

Confirmation		×
Approve this ap	opointment?	
	Cancel	ifirm

Comments Employee Project College Amount Status Pay Period AARONS, LESLIE 40H62-01 01 LAGUARDIA C. C. 6/1/2021 - 6/15/2021 \$300 Pending PI Approval 0 Audit Delete Approve Update This appointment is approved. Reloading the page for change now Figure 24

1 Ном		2 PAYMENT AU	THORIZATION IN VIEW	PENDING	TIFICATION	REPORTS	? HELP
🍰 Si	immer Salary System /	Payment Authori	zation				
Sumn	ner Salary Year 2021	Change Year					
	roject O Employee  Al	I		All Pa	y Periods	♥ All Statuses	▼ Select
	Employee	Project	College	Pay Period	Amount	Status	Comments
	AARONS, LESLIE	40H62-01 01	LAGUARDIA C. C.	6/1/2021 - 6/15/2021	\$300	Pending GO Approval	
Appr	Audit Recall						
			Sh	owing 1 - 1 of 1			Figure 25



### **Effort Certification**

The Effort Certification module enables you to certify effort percentage for yourself and employees on projects where you are the PI. Effort may be certified when all summer projects for an employee are completed and Payment Authorizations have been approved.

To access the Effort Certification section from the Homepage, click on either the name on the **Main Dashboard** or the **Icon**  $\bullet$ . The Effort Certification window will open as seen in on the next page.

	Summer Salar Administration					Signed in as PI TesterPI   Log O RF Homepag
		Payment Authoriza	TION	PENDING EFFORT CERTIFICATION	REPORTS	? HELP
Summer Salar	y System	666		-		
Appointment	Payment Authorization	View Pending	Effort Certification	Reports		
Notices						Figure 26

After clicking on Effort Certification button or icon, the window below will open. You can search for an appointment by **Unprocessed**, **Processed** and **All** button **①**. The All button, filter displays all employees on your projects eligible for certification (remaining salary encumbrance is zero), regardless of their certification status. If an employee does not appear, they will most likely appear in Pending Payment Authorizations as needing approval.

Effort should be certified within 45 days of the end of the summer session. Normally this will mean you certify before October 15th. For retroactive appointments or irregular circumstances, you may need to print a standard blank **PAR Form @**, fill it out manually and submit it to the RF Finance Department as seen in figure 28 on page 23.

In this screen you have the following features:

**Employee •**, this is the employee's name. Clicking on the name will display the detail by Project, Effort Percentage, Salary, PI and Certified. You can also view the Audit trail as seen in figure 27.

**Total Projects O**, This is the total number of summer salary appointments for the employee and may include appointments on projects that are not yours.

**My Projects to Approve •**, These are the total number of summer salary appointments for the employee on your projects. In most cases this number will be the same as the "Total Appointments" number and will only differ when the employee is on multiple projects belonging to different PIs.

Effort on Projects <sup>(G)</sup>, This is the employee's effort on all research projects.

**Effort on Other Activity** *●*, This denotes a percentage based on Supplemental Salary paid to the employee for Instruction or Department Administration during the summer. This data is not available until late fall.

**Total Effort Certified ③**, This is the total amount of effort that was certified for the employee (either by you or other users).

**Certify 9**, is where the Terms and Conditions will appear. You can either Agree and Certify the Appointment or Decline the Appointment as seen in figure 30 on page 23. When you agree and certify an Appointment, the screen will automatically be updated.

Ho	ME 2 APPOINTMENT	PAYMENT AUTH	ORIZATION WIEW PE	NDING	CERTIFICATION TR	PORTS	? He
		ange Year					
U	rch Employee: Inprocessed Processed	All <b>1</b>			Select	2	int Paper PA
Cer	You have 8 employees eligib	4	6	6	Ø	8	Ø
	Employee	Total Projects	My Projects to Approve	-	Effort on Other Activity		
	AARONS, LESLIE	2	2	100%	0%	. 0%	Certify
	ADEBOLA, ADIJAT	1	1	83.35%	16.65%	0%	Certify
_	ANTONAKOS, EVANGELIA	2	1	38.64%	61.36%	0%	Certify
	ATAMTURKTUR, SEHER	1	1	57.86%	42.14%	0%	Certify
	GHARBARAN, RAJENDRA	2	1	52.33%	47.67%	0%	Certify
	HOROZOV, IVAN	3	1	55.45%	44.55%	0%	Certify
	SKAGGS, SHELDON	2	1	31.02%	68.98%	o 0%	Certify
	TIAN, RUJIN	2	1	37.29%	62.71%	0%	Certify
			Showi	ing 1 - 8 of 8		Fic	jure 27



		I Activity Report for	NEW YORK Sponsored Activities			
			Semester / Year			
	College:		Name:			
	Department		Title:			
			S.S.# (last 4 digits):			
	SPONSORED PROJECTS ADMINISTERED TH and Voluntarily Committed Cost Share	ROUGH THE RES	SEARCH FOUNDATION	Including Mandate	ory	
	,					
	Project Description		Organized	Other		
	(for RF Projects Indicate RF Acct.#)	Period	Research	Sponsored	Percent	
			(a)	Activity (b)		
	<b>├</b> ───					
	* Included in the percentage is the cost shared by the 0	College.			82	
				22222		
	UNIVERSITY FUNDED RESEARCH (include C	UNY First accoun	t which is the funding	source)		
			_			
	Instruction					
	Departmental Administration					
	Other Institutional Activities					
	Date					
			Faculty Member's S	signature		
		OR**	Faculty Member's S	lignature		
	Date	OR**				
	Date	OR**	Principal Investigate	or's Signature		
	Date	OR**		or's Signature		
	Date As per federal guidelines, the reports will be signed by th		Principal Investigate or other authorized	or's Signature signature		
			Principal Investigate or other authorized	or's Signature signature		
	As per federal guidelines, the reports will be signed by th	ne employee, princip	Principal Investigate or other authorized	or's Signature signature		
	As per federal guidelines, the reports will be signed by the Definition Defin	re employee, princip on of Personnel Activ	Principal Investigate or other authorized al investigator, or responsit rity Report Categories	or's Signature signature ele officiel(s).	F	
	As per federal guidelines, the reports will be signed by th Definitie Sponsored projects administered through the Research Foundation mean agencies and approaching, separately budgeted and accounted for any would be included in item 5. PSO/CUNY research awards are included in	te employee, princip on of Personnel Activ Il means and other spore all to by the spore. Prog he organized means categ	Principal Investigate or other authorized al investigator, or responsit fity Report Categories ord activities that are availed by the pare that must be carter in come	or's Signature signature ele officiel(s).		
	As per federal guidelines, the reports will be signed by th Definitio Sponsored projects administered through the Research Foundation means spencies and experiations, separately budgeted and accounted for, and p would be inducted in them B. FOSCUM research areas as condition of observed Mandatory Cost Shering is required by the sponser as a condition of observed	te employee, principa an of Personnel Activ al measure, and drive spore al organized seasorch calls he organized seasorch calls ing an award.	Principal Investigate or other authorized al investigator, or responsib nity Report Categories ored activities that are searched by fre grame that meet this citeria and are n gray.	or's Signature signature de official(s). teral and non-federal at administered through the R		
	As per federal guidelines, the reports will be signed by th Definitie Sponsored projects administered through the Research Foundation mean agencies and approaching, separately budgeted and accounted for any would be included in item 5. PSO/CUNY research awards are included in	te employee, principa on of Personnel Activ al seasot and other spons the organized reason categories the organized reason categories an award. dri valutaty cost share is p the institution must provide a	Principal Investigate or other authorized al investigator, or responsit Aty Report Categories organizations that are searched by fet grant that meet the categories organization of the method of the categories pro-	or's Signature signature de official(a). and and non-federal a administered through the R	r -	
	As per federal guidelines, the reports will be signed by the Definition Sponsored projects administered through the Research Foundation means agencies and organizations, separately todgeted and accounted for, and p module to include in them II. PSOCUMY search areas the included in Mandatory Cost Strateg is required by the sponsor as a condition of obtient Voluterity Committed Cost Strate means when an award is inclused in the Voluterity Cost Strateg is required by the sponsor as a generated, which	te employee, principo on of Personneil Activ el reserch and dher spone la forb phe sponen. Pro he organized research cale; ing an avend. ich valuetay cost share is p the institution must provide a C. for Research.	Principal Investigate or other authorized al investigator, or responsite ity Report Categories ored activities that are avanded by file grant that meet this criteria and are re pry.	or's Signature signature signature site official(s). test and non-ledest at administered through the R trip becomes a binding mos of the sporecost		
	As per federal guidelines, the reports will be signed by th Definition Sponsored projects administered Prough the Research Foundation means agencies and organizations, separately budgeted and accounted for, and would be included in ten 8. PSC/CUNY meanch areas are included in t Mandatory Cost Sharing is required by the sponar as a condition of obtain Voluntarity Committee OBsare means when an asserd a sevinate in the agreement. Voluntarity committee Cost Share means and buggetowed by the VI Effort in each organization and asserding of the agreement, which agreement. Voluntary Committee Cost Share means the agreement by the VI Effort in each organization accounting essentials.	te employee, princip on of Personnei Activ al research and oher sporse life to the sponser. Prop te organized research caleg ing an avend. dr. Valentary cost share is p the institution must provide a C. for Research. Tage of effort to be reported be included.	Principal Investigate or other authorized al investigator, or responsite hty Report Categories organization and a second and a second part activities that are avaided by fet grant that meet this criteria are second pro-	or's Signature signature de official(s). and and non-ledend at administered through the R sing becomes a binding nos of the sponsored odd semaster work load.		
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	As per federal guidelines, the reports will be signed by the Definition Sponsored projects administered through the Research Foundation means agencies and organizations, agenciely budgeted and a condition means agencies and organizations, agenciely budgeted and a condition of ablarin Mandatory Cost Sharing is required by the sponsor as a condition of ablarin Volaritely Committed Cost Share means when an event of a schedel bud commitment (volaritely committed Cost Share must be approved by the V/ Bitri in sach poject must be reported agencies in schedel bud to conditioned Cost Share means when an event of a schedel bud conditioned to the hyperbodies agencies (). Please note, the project Definit and poject must be reported agencies in schedel and the Project Destination or work for which additional comparation is received as includes and the scheder budgeted Description. Other Research researce effort sepanded on all research activities of an Other Rosearch Activities means effort sepanded on all programs and proj performance of which the hint instruction and organized measure). Each an internal periodic on freshing these, when any of these activities are indicated by to charter. Underskip Funded Research means all effort sepanded on stationed and an internal periodic on freshing the funded. The sepander to research and de an internal periodic on freshing that sepanded by the College's tax levy budget. Individues whether diment for college's tax levy budget. Individues means charter sepanded to make a description means and approximation of restingtion of the station of the sepander	te employee, principo on of Personnel Activ el research ard other spore aité to by the spore. Peop te organized tessanch catego ing an asard. Ich valantary cost share is p te indicate mait provide a cli organization materies p te indicate mait provide a te include. In Decoption in item 1. For it in includion to include a intellation without autod piece of tes document an institution. Encapt for see non-orseit basis, whether the an Alas considered part or administrative and support tes. Alas considered part or administrative and support tes.	Principal Investigate or other authorized al investigator, or response internet internet for the period of the second second second second present the meet the criteria and are no pre- mound by the institution, the cast sha and document, as part of the period at the percentage in relation to your the are it University Funded Research, the by budgeted and accounted for. Inconducting agencies and organization response the shaft service and organization is specific the method service and the function of the standard strategies the shaft service and the shaft be lated under the function of the system direct through response academic the same of the charge begins are cademic the services that benefit common or j	or's Signature signature signature sie official(s). leal and non-leaded at administered through the R ing becomes a binding mos of the sporacosi of semissible work load. a CLINY First department num is which incolve the is commuty ber halfallion income the semissible is gauter and the semissible scattage and training sid departments aching and training sid departmental	ber	

Figure 29

Appointmen	its Detail				
Employee Na	ame: AARC	NS, LESLIE	1.0		
Project	Effort%	Salary	PI	Certified	
40H62-00 01	50.00%	\$9,000.00	Lane, Penny	8	Audit
40H62-01 01	50.00%	\$9,000.00	Montano, Louis	8	Audit

Terms and Conditions		×
the percentages in the E	neans of verification, that Effort on My Projects column on to the work performed for	
	Agree Decline	Figure



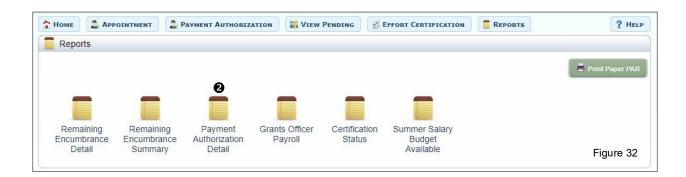
### Reports

To access the Reports section from the Homepage, click on either the name on the **Main Dashboard** or the **Icon 0**. The Reports window will open as seen in figure 32 below.

	Summer Salary Administration					Signed in as PI TesterPI   Log <u>RF Homep</u>
		Payment Authoriza	TION XIEW F	PENDING	EFFORT CERTIFICATION	RTS ? HEL
Summer Salar	y System	666		-		
Appointment	Payment Authorization	View Pending	Effort Certification	Reports	6	
Notices						Figure 31

You now have several Reports to choose from. Click on the Report icon you wish to run. **Please Note:** The selection of reports available to you is determined by your role in the organization.

After clicking on the Report icon, a new window will appear as seen in figure 32 below. For this example, we are selecting the **Payment Authorization Detail** report.





### **Report Descriptions**

### **Payroll Detail or Summary**

RF Finance uses these reports to reconcile CUNY payroll records to Summer Salary.

### **Remaining Encumbrance Detail & Summary**

Keep track of encumbrances that have not been spent. Unused amounts can be removed by entering a negative adjustment in the Appointment module.

### **Payment Authorization Detail**

View all payments authorized and pending amounts for your own college's projects. This is especially useful for users who do not have access to the Payment Authorization module.

#### **Grants Officer Payroll**

View activity for all employees on your college's payroll even if they are working on another college's project.

#### **Payment History**

All college payroll data for use of CUNY payroll department.

#### **Finance Certification**

Available to RF Finance users to review effort certification by college and provide information for auditors.

#### **Effort Certification Total**

For PIs and GOs to see which employees have completed effort certification at the end of the summer. Remaining encumbrance is also displayed for those employees not eligible for certification. These amounts must be cleared for effort certification.

### Summer Salary Budget Available

This report allows the Grants Officer to view all projects belonging to their college that are budgeted for Summer Salary. Use the dollar amount cutoff to limit the report to projects that have substantial unused budget amounts.



Choose the **Summer Salary Year ●** you wish to run the report for. For this example, we are choosing the year 2021. Each user is limited to viewing only their own projects. Choose the **Report Type** with the drop-down arrow menu **②**. Then click on **Show Report ●**. After clicking on Show Report, a **Summer Salary 2021 Report Type ④** window will appear as seen in figure 34 below.

Т Номе		2 PAYMENT AUTHORIZATION	VIEW PENDING	EFFORT CERTIFICATION	REPORTS	? HELP
E Repor	ts / Certification Sta	tus Report				
Summer	Salary Year 2021	Change Year				
Report	Type: Show Certifie	ad Only 🛛 🗸 Show Report	8			

Figure 33

Once the Report is open, you have several ways to save the Report by clicking on the **arrow 9** next to the save icon. A drop-down box will appear as seen in figure 34 below. Once the Report is saved, you may then print it.

e Name CUNY ID Position	Prsy Project College	Pay Period	Authorized for Payment	Authorized Payroll Fringe Benefit Report Pay Period	Pending Salary	Pending Posted On Fringe Benefit		
tal:								
te: 2/17/2022 9:42:01 AM						Page: 1 of 1	Figure	
4 4 1 of 1 ▷ ▷	4		Find	Next 🔍 •	6	_		
					CSV (semicolon delin		elimited	
	Sun	CSV No Header						
Employee Name	CUNY ID		Position	n	XML file with report data CSV (comma delimited) PDF			
Grand Total:					MHTI	4L (web archi	ive)	
					Excel			
Report Date: 2/17/2022 9:42		TIFF file						
						Word		



### **Contact Information**

### **General Questions**

For general questions about the Summer Salary process or for specific questions about your transactions or payments please contact your Campus Grants Office.

#### **Employee Information**

If you are unable to add an appointment for a recipient because that individual's name does not appear in the system, or if the annual salary within the system for a recipient is incorrect, please contact CUNY's Payroll Manager, Shakira Smith, at 646-313-8260, or via email <u>Shakira.Smith@cuny.edu</u>.

#### **Project Information**

For information related to your projects (e.g. fund availability, classification, etc.) or for questions about unprocessed transactions that were approved by your campus grants officer, please contact your RF processor. Contact information for processors is available on the RF Website, under Staff Directory.

#### **Technical Support**

For questions about using the system please contact the RF summer salary administrator at 212-417-8402.