

# Murray State University

## SUMMER EXTRA COMPENSATION REQUEST

### 9- and 10-month Employees

	(1) Current Date
(2) Employee Name Last First MI	(3) MSU I.D. Number

(4) Regularly Assigned Department or Grant \_\_\_\_\_

(5) Request for ___ Appointment ___ Cancellation	(6) Requesting Department or Grant	(7) Name/No. for Information
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(8) Justification and/or Explanation to Support this Request

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(9) Source of Funds for Extra Compensation

Dept. Name \_\_\_\_\_ Time Period of Extra Compensation \_\_\_\_\_  
 FOAPAL \_\_\_\_\_ to \_\_\_\_\_

Amount of Extra Compensation Request \_\_\_\_\_

**(10) This portion must be completed by employee's regularly assigned department**

NOTE:

(1) If working on a grant, 33.33% is maximum summer compensation allowed on a federal grant without overload permission from the funding agency  
 (2) PA forms should be completed as follows for summer compensation: May 16-31 - 5.55%; June 1-30 - 11.11%; July 1-31 - 11.11%; August 1-14 - 5.56%

<b>Summer Compensation</b> <b>33.33%</b> (Submit PA with this form)	<b>Summer Overload</b> <b>6.67%</b> (Submit PA after work completed)
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A. Employee's Base Salary for FY 20___/20___	_____	_____
B. Maximum Extra Compensation Allowed (Salary X Percent)	_____	_____
C. Less Amount(s) Previously Approved for Summer 20___/20___		
Acct. No.                      Description of work		
(1) _____	_____	_____
(2) _____	_____	_____
(3) _____	_____	_____
D. Amount Available	_____	_____
E. Less Amount of this Request	_____	_____
F. Amount available after this request	_____	_____

<p><b>(11) Signatures of Requesting Unit/Supervisor</b></p> <p>A. _____ Chair, Director, Activity Head                      Date</p> <p>B. _____ Dean    Date</p> <p>C. _____ Vice President    Date</p>	<p><b>(12) Signatures of Employee's Unit/Supervisor</b></p> <p>A. _____ Supervisor, Chair, Director                      Date</p> <p>B. _____ Dean    Date</p> <p>C. _____ Vice President    Date</p>
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<p>Distribution of Completed Form:          Original - VP of Regularly Assigned Org.          Copies - Each Individual Signing Form                      Requesting Department</p>	<p><b>(13) Approval</b></p> <p style="text-align: center;">_____ President    Date</p>
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## Summer Pay Information

· **University Grants and Contracts Policies are based on Federal OMB Circular A-21**

### 1) **A-21- Compensation for personal services – regulation definition**

8.d.2 *Periods outside the academic year.*

(a) Except as otherwise specified for teaching activity in subsection (b), charges for work performed by faculty members on sponsored agreements during the summer months or other period not included in the base salary period will be determined for each faculty member at a rate not in excess of the base salary divided by the period to which the base salary relates, and will be limited to charges made in accordance with other parts of this section. The base salary period used in computing charges for work performed during the summer months will be the number of months covered by the faculty member's official academic year appointment.

(b) Charges for teaching activities performed by faculty members on sponsored agreements during the summer months or other periods not included in the base salary period will be based on the normal policy of the institution governing compensation to faculty members for teaching assignments during such periods.

· **MSU faculty are allowed to earn up to 40% in the summer.**

- **33.33% summer compensation**
- **6.67% summer overload for a total of 40%.**

· **National Science Foundation limits summer pay to 22.22% summer pay from NSF sources. This work must not overlap with any other work.**

· **Summer period is May 16 - August 14.**

· **Summer Compensation is earned as follows:**

<b>May 16-31</b>	<b>5.55%</b>
<b>June 1-30</b>	<b>11.11%</b>
<b>July 1-31</b>	<b>11.11%</b>
<b>August 1-14</b>	<b>5.56%</b>

· **OVERLOAD**

**Overload is not allowed on federal grants without approval from the funding agency; therefore, faculty working on federal grants are limited to a total of 33.33% summer compensation.**

**The Personnel Action form for the 6.67% summer overload must be processed after the work has been completed. There are two options.**

- 1) **Process and approve a PA form after August 14 for the entire 6.67%**
- 2) **Process and approve one PA form after June 30 for 3.33% and process and approve one PA form after August 14 for 3.34%**

**Payments will be made at the end of each month if the Personnel Action form has been processed. Please keep in mind you will have to prepare two Personnel Action forms since these periods cross fiscal years.**

**In order for summer pay to be allowed on a grant, it must be earned before the end date of the grant. For example, if a grant ends May 31, then only 5.55% summer pay can be earned and paid from this grant.**