

MEMORDANDUM

To: Deans, Directors and Department Heads
From: Warwick A. Arden, Provost and Executive Vice Chancellor
Subject: Mandatory Summer Salary Training
Date: March 12, 2013

As part of the university's management response to the audit of Non-Instructional Summer Salary for summer 2011, we committed to mandatory training for faculty who receive summer pay from grants and contracts and for the individuals involved with approving and processing such payments.

"...the Provost, VC for ORIED, and VCF&B will ensure that responsible offices (e.g., Contracts and Grants, Human Resources, etc.) develop and provide training mandated by the Provost for all faculty and administrative staff involved in the non-instructional summer salary transactions. The training will ensure that they understand the applicable regulations and address common issues and misconceptions associated with summer salary (such as effort and effort reporting and taking vacation or performing administrative duties while charging effort to a grant) and procedures for certification and reporting." (p. 11, Non-Instructional Summer Salary Phase I Audit Report).

MANDATORY ONLINE TRAINING FOR FACULTY

Effective immediately, all faculty who will receive Non-Instructional Summer Salary (Summer Research) that is paid in whole or in part from sponsored project sources (i.e. Ledger 5), must complete online training on NC State's summer salary policy.

The online faculty training module can be accessed at:

<http://www.ncsu.edu/sparcs/tutorial/intro.php>

Select '*Summer Salary*' option under the 'Post Award' heading.

This training will be required on an annual basis and in future years must be completed between January 1 and May 15. Training must be completed in order to receive Non-Instructional Summer Salary (Summer Research) pay from sponsored projects.

2013 DEADLINES FOR FACULTY COMPLETION OF TRAINING

<u>For Summer Pay To be Paid in</u>	<u>Training Must Have Been Completed on or Before</u>
May 2013	Thursday, May 9, 2013
June 2013	Friday, June 7, 2013
July 2013	Wednesday, July 10, 2013
Aug 2013	Friday, August 9, 2013

MANDATORY TRAINING FOR ADMINISTRATORS & PROCESSORS OF SUMMER PAYMENTS

College and departmental administrators, principal investigators, and administrative staff who are responsible for authorizing or processing Summer Research pay will receive mandatory classroom training on the University's Summer Salary and Supplemental Pay for Nine-Month Faculty (REG 05.20.35) policy. Those who are responsible for processing Non-Instructional Summer Salary (Summer Research) pay will be contacted about attending a training session during March 2013. This training will be conducted by personnel from the Office of Contracts and Grants and Human Resources.

RESPONSIBILITIES OF PAYMENT PROCESSORS

Individuals who enter summer pay actions (codes **601 and 602**) for faculty into the HR/Payroll system will be responsible to verify that the faculty member has completed the training before processing the payment before the published payroll cutoff date.

If some or all of the faculty member's pay for the pay period is from a sponsored project (Ledger 5) source, payment must not be entered or approved in the HR/Payroll system until the processor has verified the completion of training.

ADDITIONAL INFORMATION

For additional information regarding Summer Salary and Supplemental Pay for Nine-Month Faculty please visit the Office of Contracts and Grants website:
<http://www.ncsu.edu/cng/summer/index.php>

cc: Chancellor Woodson
Vice Chancellor Leffler
Vice Chancellor Lomax