

TO: Deans, Directors, and Department Heads

FROM: Warwick A. Arden
Provost & Executive Vice Chancellor

Charles D. Leffler
Vice Chancellor for Finance & Business

RE: Faculty Summer Salary & Certification
REG05.20.35

DATE: April 29, 2011

The summer work effort of 9-month faculty must be commensurate with, and proportionate to, the funding source(s) from which they receive pay. Timely reporting and certification are required when 9-month faculty receive salary from sources other than – or in addition to – the teaching of ‘summer session’ or ‘summer distance ed’ courses.

For summer 2011, summer research or other compensated activities performed by 9-month faculty will be paid in the month in which the work is performed. PIs will be required to ensure that the **Faculty** Summer Salary Certification Form is completed in accordance with [Regulation 05.20.35: Faculty Summer Salary](#). The form must be completed on a monthly basis, signed by the 15th day of the month following the month the salary payment was received, and retained by the College/Department.

The purpose of the Certification Form is to confirm that the effort performed was commensurate with the allocation and source(s) of payment. If discrepancies are noted, PIs will have to enter corrections promptly and they will be processed through the payroll system. Colleges must determine who is responsible - the department head or a College office - for assuring that the required certification forms are submitted by all PIs on their own effort as well as any other faculty receiving reportable summer pay from their project, and that the certification is commensurate with the amounts and funding source(s) of the pay.

Audits at other universities have resulted in disallowances and financial penalties for those who were paid 100% in the summer but who did not perform 100% of their professional activities during the summer on the project(s) funding the summer supplemental pay. Specifically, time allocated to vacations, writing proposals for other projects, general professional/conference travel, and/or performing other duties for the

institution such as unrelated instruction, professional development activities, or campus committee work are not compatible with full summer funding from federal and/or State of North Carolina funded projects.

During a self-audit last Fall, NC State discovered that a number of PIs provided inaccurate information on certification forms or did not complete the certification at all. Going forward, a comprehensive review system will audit the accuracy of summer salary paid and compliance with reporting requirements. If the review indicates that errors or omissions are occurring, the PI with the errors will be contacted, along with the department head and dean of the College, to put measures in place to eliminate the errors and transfer payments from improper projects to alternative funding sources as appropriate.

If the errors or omissions related to certification forms this year are unacceptable, we will convert to an 'after-the-fact' payment basis for future summer pay. For example, work in June 2012 would be paid in July 2012. We ask that you comply with the certification process described above to avoid the need to move to after-the-fact payment.

Attached to this letter is an instruction sheet and Certification Form to be completed each summer month in which you are receiving summer salary. If you need assistance in completing the form, please contact your College sponsored projects office or the Office of Contracts and Grants.

Thank you for your assistance in ensuring an accurate certification process this summer.

cc: Terri Lomax, Vice Chancellor for Research and Administration
Julie Brasfield, Director, Office of Contracts and Grants
Steve Keto, Associate Vice Chancellor for Business and Finance
Betsy Brown, Vice Provost for Faculty Affairs
Cecile Hinson, Director of Internal Audit