

BRYN MAWR COLLEGE FACULTY SUMMER SALARY FORM

WHEN TO USE THIS SUMMER SALARY FORM

Appointments to the faculty are generally made for a nine-month contract that correlates with academic year. For faculty on continuing appointment, nine-month salaries are paid over a twelve-month period beginning on the contract start date. Work performed during the summer—the three off-contract months—is eligible to be paid as Summer Salary.

WHEN TO USE THIS FACULTY EXTRA COMPENSATION FORM

The Extra Compensation form is used when a manager chooses to pay compensation for duties that are above and beyond what is associated with the base academic salary for the nine-month contract that correlated with the academic year. Use the **Extra Compensation** form to process the request.

INSTRUCTIONS CALCULATING SUMMER SALARY

According to the Faculty Handbook, summer employment at Bryn Mawr, e.g. teaching in the summer language programs or the Post-Baccalaureate Pre-Medical School Summer Program, working on curriculum development, or on research grants administered by or through the College, may be compensated at a monthly rate not to exceed one-ninth of the faculty member's base annual salary for the preceding academic year.

The total amount summer salary paid in any one calendar year should not exceed two-ninths of the base salary for the summer effort. Grant-related exceptions may be made in consultation with the Provost.

INSTRUCTIONS FOR COMPLETING THE SUMMER SALARY FORM

Budget Managers should use this form for paying summer salary to tenured faculty, tenure-track faculty, continuing non-tenure-track (CNTT) faculty, and interim faculty on multi-year appointments. (For payments to interim faculty members for off-contract months, use the **Faculty Appointment Information Sheet, Summer Appointment**.)

Enter all data in the Faculty Extra Compensation Form.

Submit completed Form to one of the two authorized persons list below for authorization:

1. For all Grants-funded projects (i.e. Project IDs beginning with 4 or 21) **Nona Smith**, Sponsored Research
 2. For all non-Grant-funded activity, send completed form to **Beth Shepard-Rabadam**, Provost's Office
- Retain copies for your records.
 - Authorized forms received by the Payroll Office by the 15th of the month will be processed in that month's payroll.

FACULTY INFORMATION

NAME OF PAYEE: _____ BMC ID #: _____

16-digit Gender Ledger Number:

Fund (1)	Account Code (5)	Department (5)	Project (5)
	51100		

Details of Compensation:

Months of Service	Work Performed	Base Academic Salary	One-Nine Equivalent	Amount Requested
		\$		

Summer months that salary will be paid: _____

Budget Head: _____ Department: _____ Date: _____

Grants Office: _____ Department: _____ Date: _____
Nona Smith

Provost's Office: _____ Department: _____ Date: _____
Beth Shepard-Rabadam

- For the purposes of budgeting, Budget Managers should assume a ____% benefit cost.
- Persons receiving summer salary may want to revisit their Tax Withholding.
Use the IRS's withholding calculator, <http://www.irs.gov/individuals/article/0,,id=96196,00.html>.
- Logon to the Bryn Mawr Human Resources web page for the state and federal tax forms