

SUMMER Salary in the College of Engineering FY24

What is Summer Salary?

Engineering faculty typically have a 9-month salary benefits base. For the summer months, faculty can request summer salary. Summer salary can pay up to 1/9 of your annual benefits base rate each month for **June, July and August** for eligible* activities. When you request Summer Salary, you must provide one or more MoCode(s) associated with accounts that permit such charges.

*Eligible Activities

Faculty can be paid summer salary for any of the following activities:

- Research (“SPR”)
- Teaching (“SST”)
- Department Administration Course (“SPA”)
- Curriculum and Course Development (“SPC”)
- Extension or Continued Education Course (“SPE”)
- Other (“SPO”)

In your [request](#), you will be asked to provide a brief statement of the activities you plan to perform.

How and When do I request SUMMER salary?

How: A PI submits a request using [this](#) form. The form is automatically routed to the post-award grants specialist, who verifies that the salary requests are allowable on the account(s) connected to the MoCode(s) provided and that sufficient funds are available*. The verified request is then routed to the department Business Support Specialist of the PI’s department, who then obtains the department Chair’s approval. Once the request is approved, the Business Specialist routes the request to HR Shared Services.

Partial Months: You can request any percentage of a full month (e.g., 10%, 50%, 100% or other, as needed) for each MoCode you provide. You cannot request more than 100% of your 1/9 annual benefits base rate in a month.

When: **MAY 15** is the deadline for submitting your request for summer salary.

*Remember Fringe in your Request!

The account associated with the MoCode you provide must contain sufficient funds to cover the salary **plus associated fringe** (23.8% in FY2024) that you have requested.