

WMU Grants and Contracts Office

Tips/Reminders for Summer Salary Worksheet Forms

Updated: February 15, 2018

<i>ITEM</i>	<i>TIP/REMINDER</i>
<i>Before filling out worksheet(s):</i>	<p>--The faculty appointee should inquire with each project/grant Principal Investigator (PI) to confirm the amount of summer salary from each project/grant in the approved grant budget, period of work and how the amount should be split between the two summer sessions if not specified in the grant budget.</p> <p>--The departmental chair and faculty appointee should meet to plan and review class load, project/grant commitments, other summer session time commitments and corresponding pay from each source, for each summer session.</p>
<i>Summer session designation:</i>	<p>--Select appropriate summer session at top of worksheet form first. One worksheet form is required for each summer session in which the faculty AY appointee expects to receive summer salary from one or more sponsored projects/grants.</p>
<i>AY 8 month salary:</i>	<p>--Use salary amount in People Soft Human Resources that is current and effective at the start of the summer session selected. If you have difficulties accessing this information, please contact your Grants and Contracts administrator for assistance.</p>
<i>Other information at top of form:</i>	<p>--Provide all other information in the top section, including primary fund and department ID. The primary fund and department ID is the fund and department from which the faculty appointee is paid their regular 8-month salary.</p>
<i>Project dates:</i>	<p>--Project dates are the beginning and end dates of the individual project/grant. Period of summer pay from a project/grant should be within these dates.</p>
<i>Signatures:</i>	<p>--Principal investigator (PI) for each project/grant must sign in each box.</p> <p>--Faculty appointee must sign under employee signature.</p> <p>--Contact name and phone is the name and phone number of the administrative person assisting with the form. Generally, this is the administrative person in the faculty appointee's department.</p>
<i>Changes after submitting to Grants and Contracts:</i>	<p>-- Increase/decrease in pay amounts, addition of other sources of pay, summer session class added or dropped, etc. will necessitate a new worksheet form with all signatures. This is because new percentages will need to be entered for each revised or added amount, and then the overall Total Effort percentage will be recalculated on the form.</p>
<i>After worksheet(s) is/are completed, submitted and approved by Grants and Contracts:</i>	<p>--Department initiates Human Resources appointment form(s) for each project/grant in the PeopleSoft work flow system.</p> <p>--Use dates of summer session for period of appointment, or actual period of work if it is shorter but within the summer session period. If project/grant ends earlier than end date of summer session, use end date of project/grant.</p> <p>--The appointment form will not be approved in the work flow system until Grants and Contracts has received and approved the summer salary worksheet form.</p>