



Office of Human Resources Management  
Bird Hall – Suite 1109  
Telephone: (410) 651 – 6400  
[www.humanresources@umes.edu](http://www.humanresources@umes.edu)

## 2024 Faculty Summer Employment Guidelines

### And Summer Salary Contract

Faculty may work on summer research/administrative projects from **May 20, 2024 to August 18, 2024**. Faculty members' who are not working for the entire period as specified, must prorate the summer salary amount to include only the time period, actual work is performed. Vacation time as well as other time off should not be recorded on the Summer Salary Contract Form.

**ALL FORMS MUST BE PROCESSED THROUGH  
HELLOSIGN/DROPBOXSIGN WITH AN  
ELECTRONIC COPY TO [HUMANRESOURCES@UMES.EDU](mailto:HUMANRESOURCES@UMES.EDU)**

1. The total earnings maximum for each faculty member for the summer is inclusive of all ***payments for teaching Summer School Sessions I, II, III, as well as earnings for inter-departmental/departmental projects and/or research projects***. All earnings will be monitored for compliance and adjusted without notification.
2. Nine-month faculty may earn **33.3%** of their current academic year annual salary as additional compensation from research, administrative assignments, and teaching. The 33.3% amount is inclusive of funds received from teaching summer school or other payments (as noted in #1 above) as long as grant funding is not from the National Science Foundation (NSF). Please insure that the account number assigned to your project has been approved for this summer employment category. All earnings will be monitored for compliance and adjusted without notification.
3. Nine-month faculty may earn **30%** of their current academic year annual salary from summer school teaching and/or administrative assignments. Funding may not be from the National Science Foundation (NSF). Please insure that the account number assigned to your project has been approved for this summer employment category. All earnings will be monitored for compliance and adjusted without notification.
4. Nine-month faculty **receiving all of their grant funding from the National Science Foundation (NSF) and working as administrative personnel on a project or participating in research may only earn a maximum of 22.2%** for all summer activities inclusive of summer school or other payments (as noted in #1 above). Please insure that the account number assigned to your project has been approved for this summer employment category. All earnings will be monitored for compliance and adjusted without notification.

5. Faculty members who are teaching during the Summer School Sessions or who will be working and getting paid from other sources on campus, are requested to submit all summer salary contract forms in accordance with the guidelines stated above.
6. **Account number series 04-5-200000 THROUGH 04-5-299999 cannot be used for “Summer Pay Appointments”. This account number series can only be used for “Summer RESEARCH Appointments”. If you use account numbers in this series for your Summer Salary and your project is not a research project, please consult with the grant account for your department to receive guidance on the correct usage of the number series.**
7. Faculty may refer to the following link for additional information related to the USM summer salary policy.  
[https://www.president.umd.edu/sites/president.umd.edu/files/documents/policies/II\\_122a.pdf](https://www.president.umd.edu/sites/president.umd.edu/files/documents/policies/II_122a.pdf)
8. **Payments for Summer Salary Contracts will begin June 21, 2024.** Summer salary contracts should be submitted to payroll by June 7, 2024 to be payable on June 21, 2024.
9. The **electronic faculty timesheet may be utilized** to record notes and dates of time worked on projects and summer teaching if documentation is required by the grant. Usage of the electronic timesheet eliminates the need for additional forms accounting for date(s) work is performed. If it is not possible to utilize the electronic timesheet, a manual timesheet may be utilized for reporting and auditing purposes. A record of time and effort on the grants must be maintained by the Supervisor/PI.



Office of Human Resources Management  
Bird Hall – Suite 1109  
Telephone: (410) 651 – 6400

**2024 SUMMER SALARY CONTRACT  
FOR 9 MONTH FACULTY PAID OVER 12 MONTHS  
&**

**12 MONTH FACULTY WORKING ON DESIGNATED/APPROVED SUMMER PROJECTS**

**SELECT APPROPRIATE CATEGORY FROM THE LIST BELOW:**

- \_\_\_\_\_ **Summer Research (Funding is for research, teaching, and administrative assignments related to research)**  
Your maximum summer earnings will be 33.3% of your current annual salary inclusive of teaching summer school and other payments.
- \_\_\_\_\_ **Summer Pay (Funding is for performing administrative tasks not related to research or teaching assignments)**  
Your maximum summer earnings will be 30% of your current annual salary inclusive of teaching summer school and other payments.
- \_\_\_\_\_ **Summer Pay or Summer Research (All funding is from the National Science Foundation).**  
Your maximum summer earnings will be 22.2% of your current annual salary inclusive of teaching summer school and other payments.

**THE TOTAL OF YOUR COMBINED SALARY FOR TEACHING SUMMER SCHOOL, WORKING ON OTHER PROJECTS, PERFORMING SUMMER RESEARCH, OR FOR SUMMER PAY, CANNOT EXCEED YOUR SUMMER SALARY LIMITATION.**

Name \_\_\_\_\_ PHR UID (not PeopleSoft ID) \_\_\_\_\_  
(The UID can be obtained from the timesheet system)

Employing Dept.: \_\_\_\_\_ Contact Telephone Number \_\_\_\_\_

Position Title: \_\_\_\_\_ Supervisor/PI: \_\_\_\_\_

Employment Period: \_\_\_\_\_ to \_\_\_\_\_ Hrs. per wk.: \_\_\_\_\_

Summer Faculty Contract Total Salary \$ \_\_\_\_\_ (Calculate all salaries based on guidelines above)

Fund/Budget #	Date(s) work is to be performed	Expiration Date of Funding (If Applicable)	% Level of Effort
<b>Total Percentage Level of Effort →</b>			

**Brief description of project duties:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- (1) **Appointee** \_\_\_\_\_ By signing and submitting this form for signatures, I am verifying that I have chosen the appropriate pay category from above based on the account numbers submitted for the grant. If I have submitted the incorrect pay category supported by the account number for my grant or work on other projects, I understand the summer salary payable to me will be adjusted according to the published guidelines. I also understand that I cannot exceed my summary salary limitation and will be paid in accordance to that amount.
- (2) Chair/Director Appointing Authority \_\_\_\_\_
- (3) Dean \_\_\_\_\_
- (4) Vice President (Employing Division) \_\_\_\_\_
- (5) Sponsored Programs \_\_\_\_\_
- (6) Title III (If Applicable) \_\_\_\_\_
- (7) Vice President Administration and Finance \_\_\_\_\_