Extra/summer pay is due in the Payroll office by the 5th of each month. If the 5th falls on a weekend the extra/summer pay is due the Friday before the 5th.

12-month faculty and 12-month administrative professional employees are paid as extra pay and are limited to 15 hours per week. They are not eligible for summer pay.

9-month faculty are paid as extra pay during the academic year and summer pay during May, June, July, and August. Please note the summer pay dates on the summary spreadsheet. Dates will vary each year according to semester dates.

Extra pay is paid the month after it is worked. Summer pay can be paid in the same month worked if timesheets are in the payroll office by the deadline.

An extra/summer pay time sheet and extra/summer pay summary spreadsheet must be completed in order for an employee to be paid. The department paying the employee is responsible for the time sheet but the home department is responsible for the summary spreadsheet since it should include all extra hours that have been worked by the employee to ensure they don't exceed their limits.

Extra/summer pay forms can be found on the Business & Fiscal Affairs website under Payroll→Forms. Please use these forms only and do not make modifications. Modifications could cause the formulas built into the spreadsheet to miscalculate.

When preparing extra/summer pay timesheets please complete a separate pay sheet for each month's work. Please don't combine two or three months on one timesheet. The exception to this would be a dual service agreement which could possibly span a few months. This can be written on the explanation line at the top of the timesheet. Example: Explanation of Extra/Summer Pay: Dual service for Jan-April 2023.

Also, please don't combine summer and extra pay on the same time sheet because the account codes are different.

When completing an academic year summary sheet (for 9-month faculty): the preceding A/Y salary should be the salary as of May 1. This is used to calculate summer pay (SP). Current A/Y salary is the salary as of August 1 and is used to calculate extra pay (EP). When you're completing these spreadsheets for summer pay, you probably won't know for certain what the August 1 salary will be so you can leave it blank. It's not needed to calculate summer pay. If you have any questions about these two fields, please call payroll. We double check rates of pay on all extra/summer pay and if this information is wrong it could result in someone getting paid more or less than anticipated.

9-month faculty hourly rate is calculated by dividing the yearly salary by 1,462.5.

A 12-month employee's hourly rate is calculated by dividing the yearly salary by 1,950.

During the academic year, 9-month faculty are limited to an additional 15 hours per week; however, during summer and breaks they can work up to 52.5 hours per week. These totals include overload, dual service and summer school hours.

9-month faculty cannot exceed 400 extra hours worked during the nine month academic year (state law).

12-month exempt employees must not exceed 532 extra hours for the fiscal year.

To convert credit hours to clock hours: credit hours x 2.5
Example: 3 credit hours x 2.5 = 7.5 clock hours per week. Since only 15 hours a week is allowed, if someone is teaching 3 hours of overload a semester they can only have 7.5 hours of extra pay a week for that semester.

To convert summer school hours to clock hours: credit hours x 7.5
Example: 1 credit hour x 7.5 = 7.5 clock hours per week (for summer).

When reporting hours to be paid, please round to two decimal places. Banner will not allow more than that to be keyed in. Hours will be rounded if there are more than two decimal places.

Extra pay is not allowed for C&S (non-exempt) employees.