

Academic Personnel Records  
Provost's Office  
**Summer 2025 Appointments**

**Payroll Deadlines:**

Payroll Begin Date	Payroll End Date	Check Issue Date	Provost ePAF Deadline	Payroll ePAF Deadline	Semester
05/17/25	05/30/25	06/13/25	05/27/25	05/30/25	SUM
05/31/25	06/13/25	06/27/25	06/10/25	06/13/25	SUM
06/14/25	06/27/25	07/11/25	06/24/25	06/27/25	SUM
06/28/25	07/11/25	07/25/25	07/08/25	07/11/25	SUM
07/12/25	07/25/25	08/08/25	07/22/25	07/25/25	SUM
07/26/25	08/08/25	08/22/25	08/05/25	08/08/25	SUM

The maximum summer salary a 9-month faculty member can receive is one-third of their annual academic year or contract salary (i.e., 3 months).

**Summer Money Calculation:**

To calculate the maximum summer salary, you will take one-third of the annual academic year salary (NPBR field in Job Data divided by three).

To calculate the maximum biweekly rate for summer salary, take the number above (maximum total for summer salary) and divide by six (there are six biweekly pay periods during the summer).

Academic Year/ 9-month Salary (NPBR)	\$150,000
Max Summer Salary (1/3)	\$50,000
Summer Biweekly Rate	\$8,333.33

$$\begin{array}{r}
 + \quad 150,000.0000 \text{ NBPR} \\
 / \quad \quad 3.0000 \\
 \hline
 + \quad 50,000.0000 \text{ Max Summer Salary} \\
 / \quad \quad 6.0000 \\
 \hline
 + \quad 8,333.3333 \text{ Biweekly Rate}
 \end{array}$$

**PLEASE NOTE** that the faculty member's summer biweekly rate is different than their academic year biweekly rate. So, please make sure you follow the instructions provided above to calculate the correct summer salary rate.

Please use the NPBR (budgeted rate) for calculating summer money and not the (NAANNL) annual rate of pay. Both the NPBR (budgeted rate) and the NAANNL (annual rate) are located in PeopleSoft on the Job Data page under the 'Compensation' tab.

Effective with the biweekly Payroll Begin Date 6/28/25 (i.e., July and half August), colleges are given the discretion of allowing faculty receiving ranked promotion increases and/or merit increases to calculate summer maximum at their new rate if the funding source has the funding available. These increases may not be updated on the NPBR (budgeted rate) until the beginning of the upcoming academic year/contract cycle.

9-month faculty: Use earnings code SUM and account code 511040 for full-time, benefits-eligible faculty.