

Faculty Summer Salary Certification Form

Instructions: Complete this form to certify summer supplemental pay from all funding sources in accordance with [Regulation 05.20.35](#). The form should be completed on a monthly basis, signed by the 15th day of the month following the month the salary payment was received, and retained by the College/Department. The form will be audited to ensure compliance with University regulation. It is not necessary to complete this form if the supplemental pay received was **only** for teaching a class during a summer session or through a university distance education program; however, if the pay received includes compensation for research or other administrative duties, the form must be completed and should include the amounts paid for all activities. Additional information regarding the form is included in the attached document: **EPA Summer Salary Certification Form Information**.

Certification Period: Enter Pay Period or Month

(Period of time should not exceed one month. Exceptions should be documented.)

Employee ID: _____

Name: _____

OUC: _____

Department Name: _____

Contract Type: _____
(9 or 12 month)

Salary Amount: _____
(Full Academic Year)

Time Period Worked:	
From	To
mm/dd/yy	mm/dd/yy
Project ID	Amount Paid <i>(Should agree with Labor Distribution)</i>

I certify that I worked exclusively on the projects listed and that the amount paid for the time period shown above is accurate and representative of the amount of time actually worked during the period. Any personal or non NCSU time taken is reflected in the percentage and amount paid. Amounts charged to sponsored research agreements (SL-5) do not include vacation, writing proposals for other projects, and/or performing other instruction or departmental activities for the University.

PI Signature: _____ **Date:** _____

NOTE: This form **DOES NOT** replace the TEARS Summer Effort Report. If you receive summer research pay that is charged to a contract and grant project (SL-5) you will be required to certify your TEARS Summer Effort Report.

Reminder: Leave is not applicable to 9 month employees outside of the contract period. Summer pay should only be paid for the actual time (or percentage) worked.

<http://www.ncsu.edu/policies/employment/faculty/REG05.20.35.php>