



2025-26 Academic Summer Appointment Processing

Employee's current AY appt	9/12	9/9 (for current AY or New Hires)	10/12	9/12 Admin stipend for summer service
Salary Calculation	<i>IBS Calc = (FTE base salary + professorial endowments) ÷ 9 (or 10) month service x % of the 1/9 (or 1/10) being paid</i>			1/9 th of AY admin stipend x % of IBS paid
Position Number	Summer Pooled Position	Regular AY Position	Summer Pooled Position	Summer Pooled Position
Suffix	S0 (zero)	01	S0 (zero)	SB
Job Type	Overload	Secondary	Overload	Overload
Position Class	SMMR	Same as Academic Year P-class	SMMR	SMMR
Job E-class	MM	AF or BK (<9mth NonBen Elig)	MM	MM
Factors	1, 2 or 3	1, 2 or 3	1 or 2	1, 2 or 3
FTE	% of the 1/9 being paid	% of the 1/9 being paid	% of the 1/10 being paid	0%
Summer Limit*	2/9ths	2/9ths	1/10th	2/9ths (or 1/10 th)
Offer Letter Required?	No	Yes, start date should be instruction date or campus standard date, whichever is earlier.	No	No

HRFE Processing:

- **Summer Session I** – Actual instruction dates are 5/18/26 – 6/12/26, Campus standard appointment dates should be 5/16/26 – 6/15/26 for current 9/12 or 10/12 employees.
- **Summer Session II** – Actual instruction dates are 6/15/26 – 8/6/26, Campus standard appointment dates should be 6/16/26 – 8/15/26 for current 9/12 or 10/12 employees.
 - *PLEASE NOTE: SSI AND SSII actual instruction dates begin PRIOR to the standard campus dates, so if you have a 9/9 or NEW employee their appointment MUST start on the first day of instruction, not campus standard dates.*
- **If the person has previously held a summer appointment:**
 - Reappointment Transaction – select the previously used position number
 - OR**
 - Add a Job (with a new suffix) – when you need to add a new suffix (SB, S1, S2, etc...) or if you need to correct a suffix (from SO to S0 - zero)



- **If the person has NEVER held a summer appointment before** (Early-start faculty- follow instructions at <https://humanresources.illinois.edu/services-and-information/resources/job-aids/>)
 - For the original summer appointment, select the following from HRFE Add a Job wizard:
 - **M – Summer for 9/12 or 10/12 >>>** for use when current employee holds an existing AY 9/12 or 10/12 position
 - OR**
 - **A – Faculty or Other Academic for 9/9 >>>>** to use for New Hire employees or 9/9 AY appointed employees
- **REMEMBER: 9/12 employees who started mid-year or received a mid-year increase will show a prorated salary in their job record. Summer salary calculations should be based off their true, actual salary reflected by their future 8/16 record OR as shown on their NOA.**

Policy: Effort and Compensation on Sponsored Projects

- **Policy** - There should be an alignment between the effort and payroll records for those paid on sponsored funds and summer appointments should be structured to match the period during which work is to be performed. If a faculty member is working on more than one project simultaneously, the appointment should be split appropriately between the projects for the period(s) in which work is being performed. Policy: <https://research.illinois.edu/research-administration/summer-salary-and-effort-reporting-guidance-summer-faculty-appointments>
- **Institutional Base Salary (IBS) Calculation** – (Regular FTE base salary + professorial stipends or endowments) ÷ 9 (or 10) month service x percent of the 1/9 (or 1/10) being paid
- In recognition that faculty members often participate in Non-Allowable Activities, a faculty member may not devote more than **2.85 months** (out of three summer months) of his/her university Effort to Sponsored Projects during the three-month summer appointment period. **0.15 month** is the minimum amount of time to be reserved for Non-Allowable Activities over the three-month summer period and should not be assumed to be sufficient to accommodate an extensive amount of Non-Allowable Activity. The **0.15 month** should align with the summer period when the faculty member will be participating in the Non-Allowable Activities.
 - The **0.15 month** may be paid from the faculty member’s Institutional Funds (State, ICR or Gift), but this is not required.
 - Each faculty member should assess their expected Non-Allowable Activities and adjust accordingly.

Summer Limit

- Campus limit for summer salary is 100% of 2/9ths for 9/12 and 9/9 employees (or 1/10th for 10/12.) Prior approval is required for summer effort and salary in excess of 2/9ths (or 1/10th), but not to exceed 3/9ths (or 2/10ths). Pre-approval can be obtained via the “Request for Exception to Limit on Summer Appointment” found at <https://humanresources.illinois.edu/assets/docs/IHR/Acad-Summer-Exception-Form.pdf> under Forms/Employee Forms/Employee Requests.