

**Summer Salary E&G Allocations**

1. The Provost Office calculates summer allocations to help fund 9-month faculty appointments for the colleges.
2. Amendments are sent out in March or April with your allocation split into the current fiscal year and the next fiscal year (for example, FY2020 and FY2021), as summer is split between two fiscal years.
3. Calculate the amounts you will need for each half of summer using the encumbrance dates listed below.
4. If the Provost’s allocation will not fully fund your summer appointments, it is the college’s responsibility to ensure there is enough available budget in each department for both fiscal years of summer to fund these appointments.
5. Let the Provost Office know if any adjustment between fiscal years is needed for your allocation.
6. Inform Susan Alexander how much you anticipate spending in each department so she can create a budget transfer journal accordingly before summer faculty appointments hit OMNI.
7. A non-recurring budget transfer journal will be posted in OMNI in early May and again in early July for the two parts of your E&G summer allocation.
8. If the allocation goes into a central department, such as your dean’s department, it is your responsibility to portion out the allocation to the different departments paying for these summer appointments. The Budget Office will have to post these salary journals for you.
9. If you need any of your E&G summer allocation converted to OPS to pay adjuncts, notify the Budget Office as soon as possible. Again, follow the encumbrance dates outlined below when doing your calculations.
10. Any E&G (OMNI funds 110, 121, 210, or 211) faculty (account 710200) available budget will automatically roll to carryforward on July 1 if not converted to a non-salary account.

When calculating your E&G salary expenses for summer, please keep in mind that summer is split between two fiscal years. Below is a list of the summer appointment dates for Summers 2020 and 2021:

<b>Summer 2020</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Pay Periods</b>
FY2020	5/7/2020	6/25/2020	3.6
FY2021	6/26/2020	8/5/2020	2.9
			<b>6.5</b>
<b>Summer 2021</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Pay Periods</b>
FY2021	5/7/2021	6/24/2021	3.5
FY2022	6/25/2021	8/5/2021	3.0
			<b>6.5</b>