SUMMER PAY

Business Offices and Payroll Centers

PURDUE UNIVERSITY®

Agenda

Academic-Year Employment Summer Pay Policy

Roles and Responsibilities

Create and Review the Calendar

Manual Summer Calendars

Cost Distribution

Flat amounts – Regionals

Holiday Pay

FERAP Appointments

Payroll Lock/Retroactivity

Summer Pay Resources

ACADEMIC YEAR - SUMMER PAY

Academic Year Employment Policy (V1.F.12)

AY appointments begin seven (7) calendar days prior to the first day of classes each Fall semester and ends on commencement day or the final date for submitting grade reports for the Spring semester, whichever comes later.

Academic-Year faculty and staff may be employed during the summer on any source of funding with the approval of their department or unit head. The following provisions also apply:

- Sponsored program funding agencies may limit requests for summer support. All charges for work performed by employees on sponsored agreements must be allowable under the sponsored program agreement and be compensated based on the institutional base salary, as defined in the policy on Effort Reporting (II.C.1).

- Compensation for academic-year employees on the West Lafayette campus who are employed during the summer will be based on the employee's approved academic-year salary at the rate approved by the Board of Trustees. Refer to the Academic-Year Employment Pay Practices maintained by Human Resources for detailed information.

- Compensation for academic-year employees on the Fort Wayne and Northwest campuses who are employed during the summer generally will be based on the employee's approved academic-year salary at the rate approved by the Board of Trustees. An employee of one of these campuses who is performing only instructional duties, not part of sponsored program funding, may be compensated using a course rate applied in accordance with requirements set by the CFO and Provost. Refer to the Academic-Year Employment Pay Practices maintained by Human Resources for detailed information on both methods.

- Refer to the executive memoranda on Compensation for Summer Intensive Instructional Activities and Non-Continuing Education Overload Activities (C-40) and Compensation Policies for University Staff Members Participating in Continuing Education Activities (C-18), as amended or superseded, for the compensation requirements pertaining to such employment activities.

These pay practices supplement the policy on Academic-Year Employment (VI.F.12)

- Compensation for academic-year employees who are employed during the summer will be made at the rate of 2.778% per week of their approved academic-year salary rate. The salary of an employee who changes from AY to FY employment will be adjusted at the rate of 27.78% per approval by the Board of Trustees.

    Academic year faculty/staff contracted for 18 weeks/semester which is 36 weeks per academic year. Weekly pay is 1/36 of the academic year base pay which is 2.778%

- In general, annual merit increases are effective for all employees on July 1. Academic-year employees who are employed during the summer will see the change reflected in their paychecks for pay periods that start on or after July 1. Exceptions to this practice may be stipulated in an individual's employment contract.

- In some cases, summer employment for instruction on the Fort Wayne and Northwest campuses may be compensated using a lump sum course rate that is dispersed over the pay periods during which the instruction occurs. Guidance on the appropriate use of this payment method will be established by the CFO and Provost. Lump sum rates for Regional campuses are not allowable when there is effort on Research during the pay period.

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Academic Year Employment Pay Practices

- AY faculty can either teach summer courses or work on sponsored research to receive summer pay.

- Academic faculty may be employed during the Summer for up to 13 weeks, providing there is funding to cover their time.

- The faculty member determines the allocable source of funding for their summer salary.

- Academic year employees are only paid for actual days worked and for holidays in a pay period in which they have worked during the summer. Academic year faculty do not accrue vacation time; therefore, they may not take vacation time as a paid status.

- *IMPORTANT: Academic BW employees annual merit increases need to be effective on the first day of the pay period in order to utilize Summer Calendars in SEEMLESS.*

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SUMMER PAYROLL SEEMLESS

- The online SEEMLESS (Summer Employment and Effort Management Leading Efficiency through a Simple Solution) application is the solution used for Summer Pay.

- All Employee information is transferred over to SEEMLESS from ECP as of the first day of summer and first day of each pay period.

- The SEEMLESS application is accessible by both business offices and faculty through the OneCampus portal. There is a faculty training video on the website.

    Summer Payroll - Human Resources - Purdue University

- It is important to verify the salary prior to submitting the calendar. It is best practice to select the "Refresh Faculty Information" to update the current information into SEEMLESS prior to validation.

SUMMER PAYROLL SEEMLESS

Additional Information with SEEMLESS processing

- Calendars are generated for AY Faculty/Staff (MO) and AY Grad Staff (BW) with EE Subgroups: ZE - Student 9 Month AY Salaried and ZZ - 9 Month AY Salaried.   Academic Year (AY/AB) appointments follow the academic calendar, while Fiscal Year (FY) work through the full year.

- If a Summer calendar is zeroed out, you will need to <u>resubmit</u> the calendar since SEEMLESS doesn't reverse the entries unless the calendar is submitted.

- <u>Merit pay</u> salary needs to be refreshed in SEEMLESS prior to submitting the Summer Calendar. Therefore, it is best to wait until the Merit pay is posted in ECP and refreshed in SEEMLESS before completing the July/August calendars.

- *<u>FERAP Wage Type (1025)</u>* – 2025 Summer Calendars will incorporate the wage type into the FTAR calculation on calendars. The Business office will need to verify this is included in the individual's wages prior to submitting the Summer calendar**.**

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Roles and Responsibilities

Business Office & Payroll Centers responsibilities

- Ensure appropriate payroll calendars are completed for academic-year employees who will work during the summer period.

- Route to the faculty for review and submit the calendar to Payroll.

- Consult with Sponsored Program Services regarding agency funding stipulations for faculty and staff engaged in a sponsored project to ensure all charges during the summer period are allowable.

- Ensure salaries for academic-year employees who work on a sponsored project during the summer period are recorded in accordance with the sponsored project agreement and compensated based on the institutional base salary.

- Advise on Summer Pay in SEEMLESS and ECP concerns.

- **Access to SEEMLESS** will be determined by the user's roles

    - Business Office roles would be assigned to users with Z_PU_ECP_ACCT_MNGMT or Z_PU_ECP_BUDGET <u>in conjunction with fiscal approver roles</u>.

    - If you need a BO role, send the request to **SummerPay@Groups.Purdue.edu**.

        ❖ *Please include the following with the request:*

            1. *The Name and PERNR Number of the Business Office employee*
            2. *The list of Cost Centers the BO employee will be responsible for in SEEMLESS*

Faculty

Faculty responsibilities:

- Create calendars (for self and subordinates) for academic-year employees who will work during the summer period.

- Route to the Business office for approval and submission to payroll.   Faculty do not have the option to submit directly to payroll. Only the Business office can submit the Calendars.

- Review and approve calendars created by the Business office.

CREATING THE CALENDAR

Create Calendar

- Access SEEMLESS through the OneCampus Portal

- Select Faculty Management

- Search by either My Cost Centers or All Faculty Informati

  - All PERNRs associated with the faculty will appear. SEEMLESS defaults to the MAIN appointment. Best practice is to only submit a Summer Calendar for one PERNR.

  - ***IMPORTANT NOTE:*** *Business offices need to ensure that the total Summer Pay does not exceed 1.0 FTE across all PERNRs for any individual.*
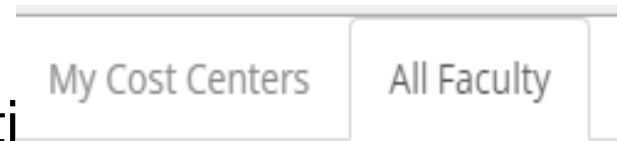
Create Calendar
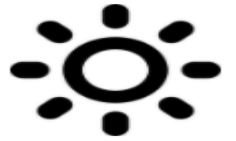
- Refresh the Faculty to update and select the 2025 Calendar period

- Click on Calendar management, select the ALL TAB, then advanced search for the PERNR.

  - ➢ Verify the Full Time Annual Rate (FTAR) against ECP by calculating the Annual Salary in ECP divided by the CUL in ECP. *Be* sure to check for FERAP wages on the PERNR.
  - ➢ Selection of the Calendar definitions are on the left side (Research, Teaching, Other).
  - ➢ For each day summer pay is earned, select an entry indicating a half or full day of activity (ie: R, T, O).
  - ➢ Definitions for calendar entries should be selected based on the type of duties being performed and not based on the funding source.

- Code the activity for the day by selecting the appropriate drop down with the Edit button. If selecting a template to populate the calendar, refer to the Manage Template QRG.

- Verify the calendar has the correct Daily rate calculated on the calendar. This is especially important on the FERAP appointments.

- The Pay Summary is calculated by the daily rate (*) times the number (#) of days in the calendar. Holidays are automatically added to the pay period.

Summer Calendars

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Populate the Summer Calendar

Create Calendar

Summer Pay Calculations

- Summer Pay is calculated per the University Policy as was approved by the Board of Trustees.

- Compensation for academic-year employees who are employed during the summer will be made at the rate of 2.778% per week of their approved academic-year salary rate.

- Summer Calendars will include the FERAP wage type (1025), so be sure to validate this.

- Summer Pay is calculated as follows:

	ECP Annual Salary	ECP CUL (FTE)	Full Time Annual Rate (FTAR) (B/D)	AY Summer Factor	AY Factor Salary (F*H)	Days	Daily Rate at Full Time (J/L)	SEEMLESS FTE	Daily Rate in SEEMLESS (N*P)
Example:	$51,125 /	25% =	$204,500 X	0.02778 =	5681.01 /	5 =	$1,136.20 X	0.25 =	$284.05

- The Summer Pay calculation is described in the calendar definitions on the left side of the calendar in SEEMLESS

- Select send for Faculty Verification to forward the calendar to the Faculty to approve or submit directly to payroll.

- Grad staff calendars adhere to the same process. However, they will be displayed as bi-weekly pay periods and the faculty and/or the Business office creates the calendars.

- Concurrent Appointments with different rates of pay should be handled separately.

- Regionals - Flat amounts can be selected for Teaching and Other, <u>but not Research</u>.

- ***MERIT REMINDER:*** *Calendars must be in an OPEN status before the new merit pay information can be refreshed into the calendar. July and August calendars should not be submitted until after the Merit load and SEEMLESS refreshed. All Open statuses are (Open/Re-Open/Business Review/Faculty Verification) in SEEMLESS. Processed calendars will not be refreshed.*

    Business@Purdue articles will be released before the Merit load and associated SEEMLESS refresh with further guidance.

Calendar Summary

Verify the pay summary and submit

| | Full-Time Annual Rate: | | Full-Time Period Rate: | | FTE: | 0.400000 |

Daily Rate: $ 218.84   Available Days: 12   Holiday Pay: $ 0.00

Pay Period Activity

Category	Days	Percent Worked	Amount
Teaching	0.000	0.00 %	0.00
Research	0.000	0.00 %	0.00
Other	0.000	0.00 %	0.00
Compensated Effort	0.000	0.00 %	$ 0.00

*Denotes at least one flat amount used

Comments

Send for Faculty Verification

Submit Directly to Payroll

THE CALENDAR

- Summer Pay calendars where a change has been made by Faculty must be reviewed by the Business office prior to submitting to Payroll for processing.

  ➢ Changes to the original information is displayed under the Retro Pay tab: Retro Pay

Pay Period	Was Paid/Scheduled to be Paid	Should Have Been Paid	Over/Underpayment
PP 05 MAY	$ 3,640.79	$ 4,247.59	$ 606.80
PP 06 JUNE	$ 10,315.58	$ 13,046.17	$ 2,730.59
PP 07 JULY	$ 13,348.08	$ 13,348.08	$ 0.00
PP 08 AUGUST	$ 6,356.23	$ 6,356.23	$ 0.00

- Submit the Calendar for payroll processing by the established pre-payroll task cutoff dates on the Payroll Calendar site.

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After submitting the Calendar, the Business Office will need to verify the calendar entries in SAP/ECP IT0015 (additional pay)

- In ECP/SAP, access PA20, enter the PERNR number

- Type in Infotype 0015 and STY 1315 for Summer Pay, select the moon over mountain

- Highlight the line to view, then click on the magnifying glass

- On the additional payments tab, verify the amount posted matches to the SEEMLESS calendar amount.   This will be a lump sum amount for EACH PAY PERIOD 2025 Summer Pay. Cost distribution will then follow IT27 in ECP.

- There is also a COGNOS report that can be run to verify the entries in ECP Info type 0015 and wage type 1315. Remember that COGNOS data is populated a day in arrears, so you will not see entries from the current day:

  Additional Pay Report
  Team content > Standard Content > HR and Payroll

- If there is a discrepancy, contact summerpay@groups.purdue.edu

AUDIT trail

- View the changes to the Summer Calendar by selecting the VIEW History tab:

- The audit trail details when changes have been made to the calendar and can be exported

Export to Excel

created date	Created	Status	Days	Amount	Percentage	Period rate	Daily pay	FTE	Comments
3/17/2023, 12:59 PM	fox16	Processed	0.00	500.00	0.00	6,623.33	331.19	1.00	
3/21/2023, 9:27 AM	fox16	Re-Opened	0.00	500.00	0.00	6,623.33	331.19	1.00	
3/21/2023, 9:27 AM	fox16	Processed	1.00	1000.00	6.67	6,623.33	331.19	1.00	

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Verifying multiple Calendars are not > 1.0 FTE

- SEEMLESS has a new feature that allows the user to view the FTE by calendar period and pay period.

- Example: Days column is hidden next to the FTE column in the first line:

Status	Campus	Dept #	Department	Full Name	Career account ID	Pernr	Year	Pay Period	Date Submitted	Date Processed	C	FTE	Amount
Processed	WL	1407000000	Engineering Education	Kerrie Douglas	douglask	00009630	2024	MAY		3/20/2024	1	1.00	6328.73

Status	Campus	Dept #	Department	Full Name	Career account ID	Pernr	Year	Pay Period	Date Submitted	Date Processed	Days	FTE	Amount
Processed	WL	1407000000	Engineering Education	Kerrie Douglas	douglask	00009630	2024	MAY		3/20/2024	10.00	1.00	6328.73

MANUAL CALCULATOR

SEEMLESS vs Summer Calculator

All Employee information is transferred over to SEEMLESS the first day of summer and the first day of each pay period. The **summer calculator form along with a manual entry** should be used when an effective date is after the first day of the pay period.

If you have the following situations: New hire, rehire, add additional, transfers, position reclassifications and change in pay with effective dates after the first of the pay period then:

1. Select the appropriate Summer Pay Calculator to be submitted for the pay period.

2. A paper calculator can be used for the first pay period and then the SEEMLESS application for the following periods.

3. All employee transfers in mid-pay period must be completed with a summer calculator

4. **Do not enter Cost Overrides** on manual entries in IT15 wage type 1315 for summer calculators. Cost Overrides in Summer Pay will **not work with the Effort Reporting system.**

5. A Summer Calculator Form is only necessary for employees with mid-pay period position reclassifications if the salary is affected. If the effective date is the first of the pay period, the employee may need to be added to the SEEMLESS application. Send this request for access to SummerPay@Groups.Purdue.edu including their PERNR #.

   NOTE: Only process a Summer Calculator if absolutely necessary. Otherwise, you should utilize SEEMLESS Summer Calendars.

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REFERENCE LINKS

SUMMER PAY PRACTICES

SEEMLESS vs Summer Calculator

- https://www.purdue.edu/hr/paytimepractices/summerpay/index.php

RESOURCES

- **Summer Calendars for all campuses**
- **Summer Pay Calculator** - AY/FY
- **Summer Pay Calculator** - BW

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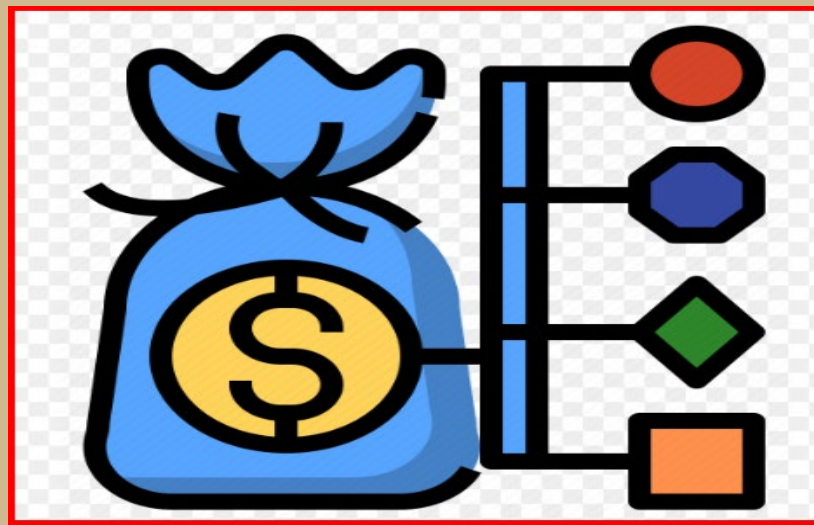
Cost Distribution

Cost Distribution

- Summer Pay posts according to Cost Distribution (CD) using IT27 in ECP.

- Summer Pay posts as a lump sum on a single day within the pay period. That date is referred to as the Date of Origin. Generally, the Date of Origin will be the first day worked in the pay period; however, there are certain situations in which this may vary.

- To ensure that the Summer Pay posts correctly, Cost Distribution **MUST** be the same for the **WHOLE** Pay period (BW & MO). This is different than cost distribution for FY employees and for all Fall and Spring employees which can have a different cost distribution entered for each day.

- There is a cost distribution tool on the website to assist with calculating appropriate prorated percentages for an entire pay period. Summer Payroll - Human Resources - Purdue University

Cost Distribution

- **It is very important that IT27 is populated correctly and according to the pay periods.**

- Summer Effort Reports (PARs) are no longer be tied to the Summer Calendar in SEEMLESS. They will pull from ECP pay results just like the Fiscal Year PARs and all Fall and Spring PARs. Changes to Summer AY Effort Reports (PARs) now write back to IT27 in ECP.

- It will be very important to ensure that there are NO Cost Overrides on manual Summer Pay entries into IT15 wage type 1315. If there are Cost Overrides entered for Summer Pay the Effort Reporting system will not be able to update payroll postings to match a certified Effort Report (PAR).

As a reminder: After the Summer Calendar is submitted in SEEMLESS, verify the salary posted properly to IT15 Wage type 1315 in ECP

Then, it is important to remember that CD must be the same for the whole pay period. The BO will key the average of the cost distribution for the period into IT27 for that entire pay period.

The CD tool for your respective campus is a very helpful tool to arrive at the cost distribution to key into IT27. To use the CD tool, input the daily CD into the spreadsheet, verifying each line totals 100%. The tool will calculate the CD percentages to enter for each pay period.

SUMMER COST DISTRIBUTION TOOL 2023

Day	Account 1 Grant #1	Account 2 Grant #2	Enter Acct #	100% Cost Distribution Flag
5/15/2023	100		Enter % on each Acct	100
5/16/2023	50	50	Enter % on each Acct	100
5/17/2023	100		Enter % on each Acct	100
5/18/2023	0	50	Enter % on each Acct	NO
5/19/2023	100		Enter % on each Acct	100
5/20/2023				
5/21/2023				
5/22/2023	25	75	Enter % on each Acct	100
5/23/2023	25	75	Enter % on each Acct	100
5/24/2023		75	Enter % on each Acct	NO
5/25/2023		75	Enter % on each Acct	NO
5/26/2023	25	75	Enter % on each Acct	100
5/27/2023				
5/28/2023				
5/29/2023				
5/30/2023			Enter % on each Acct	
5/31/2023			Enter % on each Acct	

MAY: Summer Cost Distribution

Keying Cost Distribution - Summer 2023

PP	Cost Distribution Dates	Account 1 Grant #1	Account 2 Grant #2	Total
PP05	5/15/23-5/31/23	47.22%	52.78%	100.00%
PP06	6/1/23-6/30/23	#DIV/0!	#DIV/0!	#DIV/0!
PP07	7/1/23 -7/31/23	#DIV/0!	#DIV/0!	#DIV/0!
PP08	8/1/23 - 8/13/23	#DIV/0!	#DIV/0!	#DIV/0!

Regional Campus Flat Amounts

Regionals: Purdue Northwest & Ft. Wayne

- Flat amounts are used by PNW & PFW **ONLY** and can be utilized for Teaching and Other categories. Flat amounts **can not** be used when there is Research on the Summer Calendar.

- Select the **Use Flat amount** when inputting a value.   Use Flat Amount

- After the flat amount is entered, the option appears to **Cancel Flat Amou** Cancel Flat Amount

Category	Days	Percent Worked		Amount
Teaching*	14.000	93.33 %	Cancel Flat Amount	10,000.00
Research	0.000	0.00 %		0.00
Other	0.000	0.00 %	Use Flat Amount	0.00
Compensated Effort	14.000	93.33 %		$ 10,000.00

*Denotes at least one flat amount used

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Flat Amounts

Regionals: Purdue Northwest & Ft. Wayne

- If the Summer Calendar amount exceeds the Full-time Period rate, you will receive the following warning:
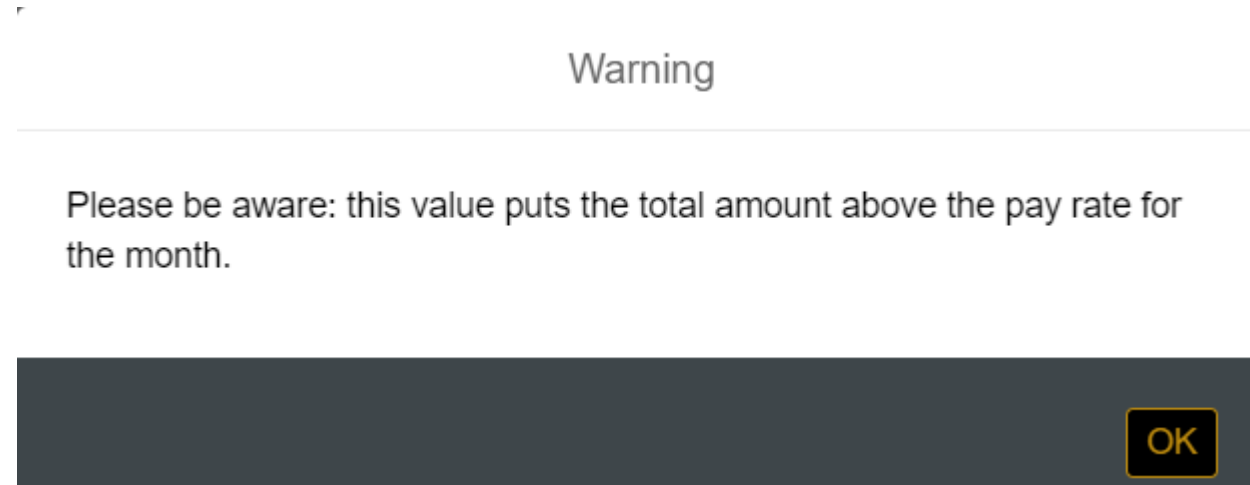
- If this is correct, then click OK to process the calendar.

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Holiday Pay

- Holiday Pay is paid if the employee works anytime during the pay period.

- For the Regionals, when a flat amount is entered, the Holiday pay is to be considered in the flat amounts. Holiday pay will not be added on top of the flat amount.

- Holiday pay is allocated across the various categories -

Holiday Pay Calc:			
	Full days	Percent Worked	Days
Teaching	1	9.09%	1.09
Research	10	90.91%	10.91
Other	0		
Holiday	1		
	12	100.00%	12.00

Total includes 1 holiday(s) worth $ ▮▮▮ and prorated across days worked

Pay Period Activity

Category	Days	Percent Worked
Teaching	1.091	9.09 %
Research	10.909	90.91 %
Other	0.000	0.00 %
Compensated Effort	12.000	100.00 %

Faculty Enhanced Research Appointment Program - FERAP

FERAP – Faculty Enhanced Research Appointment Program

- FERAP appointments recognize research focused efforts, duties and activities of tenured and tenure-track faculty that advance the Purdue research enterprise.

- FERAP is a concurrent faculty appointment allowing for up to .75 FTE to be established at a salary up to 25% higher than their current institutional base salary.

- It is VERY Important for the Business office to verify that an individuals Summer Calendars are not > 1.0 FTE. This can be checked by extracting the calendar information from the ALL tab by career account and viewing the submitted calendars by pay period.   If their total is > 1.0 FTE across all PERNRs, then you will need to adjust them accordingly.

- The FERAP appointment is added into the base wages of the PERNR and is then calculated based upon the CUL% in ECP. This shows PERNR 10014197 as a separate PERNR with 70% CUL and then PERNR 10077747 is the FERAP PERNR appt and is added into the base wages.

AY Faculty	PERNR	ECP Annual Salary	ECP (CUL)	FTAR	Times	AY Summer Factor	AY Factor Salary	Divided by	Days		Daily rate @ Full time		SEEMLESS FTE		Daily rate in SEEMLESS	Full time Period rate					
#1	10014197	$85,050.00	70%	$121,500.00	X	0.02778	3,375.27	/	5	=	675.05	X	0.7	=	472.54	13,500.00	9,450.00	9.00	85,050.00		
#2	10077747	$45,562.50	30%	$151,875.00	X	0.02778	4,219.09	/	5	=	843.82	X	0.3	=	253.15	13,500.00	4,050.00	9.00	36,450.00	121,500.00	
	FERAP WT 1025	$0	30%	$0.00	X	0.02778	0.00	/	5	=	0.00	X	0.3	=	0.00		1,012.50	9.00	9,112.50	WT to be included in Effort	FERAP added into the BASE
																	5,062.50		45,562.50		

ECP FERAP shows bot[h]

Reason			Cap.util.lvl	30.00	
PS type	Z2	Faculty	WkHrs/period	52.00	Monthly
PS Area	Z1	Purdue	Next inc.		
PS group	F001	Level	Ann.salary	36,450.00	

Wa...	Wage Type Long Text	O..	Amount	Curr...	I...	A..	Number/Unit	Unit
1000	Salary		4,050.00	USD		✓	0.00	
1025	FERAP Salary		1,012.50	USD		✓	0.00	

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FERAP – Faculty Enhanced Research Appointment Program Example in SEEMLESS

10014197 (main)

Full-Time Annual Rate: $ 121,500.00	Full-Time Period Rate: $ 13,500.00	FTE: 0.700000
Daily Rate: $ 472.54	Available Days: 23	Holiday Pay: $ 472.54

10077747

Full-Time Annual Rate: $ 151,875.00	Full-Time Period Rate: $ 16,875.00	FTE: 0.300000
Daily Rate: $ 253.15	Available Days: 23	Holiday Pay: $ 253.15

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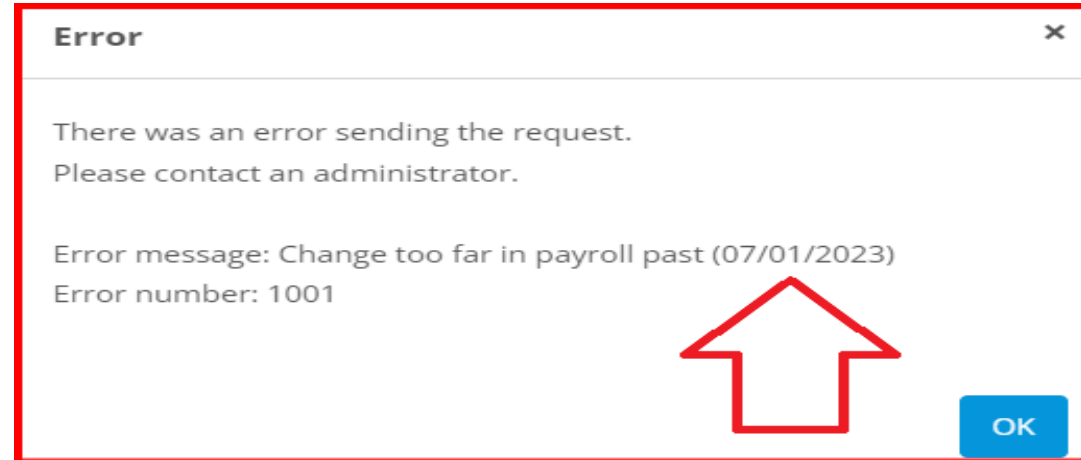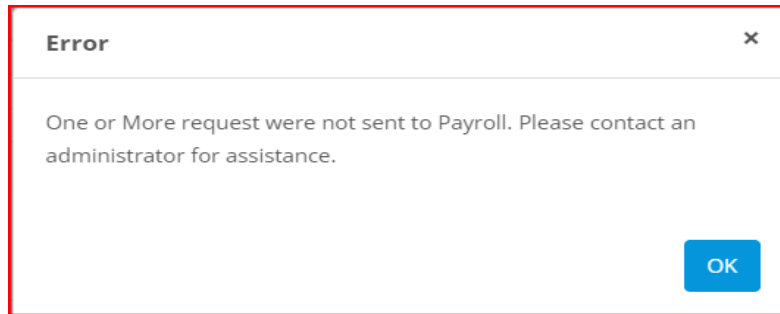
Retroactivity Payroll Lock

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Retro Activity Payroll Lock

- Due to the retro lock process effective on 2/1/25, payroll will be locked to retro activity prior to July 1, 2023 and then on a rolling lock back the previous 18 months in 6-month intervals.

- If you need to submit a Summer calendar prior to this date, you will need to complete a retroactivity exception form in DocuSign, attach the supporting documentation, obtain approvals and send to payrollpayments@purdue.edu for processing.

- Some situations, such as Payroll, will be treated as exceptions, and changes will be allowed prior to the retroactive limits.

- The supporting documentation should include the individuals PERNR #, retro date, accounts, and the reason for the request to pay the individual pay and approvals.

- If the pay will be posting to a grant, you will need to attach that SPS will allow charging to the grant with the supporting documentation.

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Retro Activity Payroll Lock

- Summer Calendar Error message you will receive when attempting to submit a retro calendar that will not process:

Error ✕

One or More request were not sent to Payroll. Please contact an administrator for assistance.

OK

Error ✕

There was an error sending the request.
Please contact an administrator.

Error message: Change too far in payroll past (07/01/2023)
Error number: 1001

OK

- You will need to submit a retroactivity exception DocuSign form with the supporting documentation and approvals on why the payroll is being requested to payrollpayments@purdue.edu.

- Once the retro activity is approved and the PERNR is unlocked, you will be able to submit the Summer Calendar in SEEMLESS for processing. The original entry for the calendar should reverse in ECP, so be sure to check this happens. Then the new calendar should post in ECP.

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Retro Activity Payroll Lock

Potential Scenarios:

- **Calendar was previously submitted** prior to the lock date and you want to make changes. You will need to complete the Retroactivity exception form in DocuSign for approval with the attached approvals and supporting documentation and send to payrollpayments@purdue.edu . Upon approvals, the PERNR will be unlocked by payroll and the Summer calendar can be submitted in SEEMLESS for processing.

- **Submitting a "new calendar"** - Seemless will not be able to pull in or process any new calendars prior to the lock date.   You will need to complete the retroactivity exception form in DocuSign and send to payrollpayments@purdue.edu. Upon approvals, complete a manual Summer calendar and attach the approvals and supporting documentation.
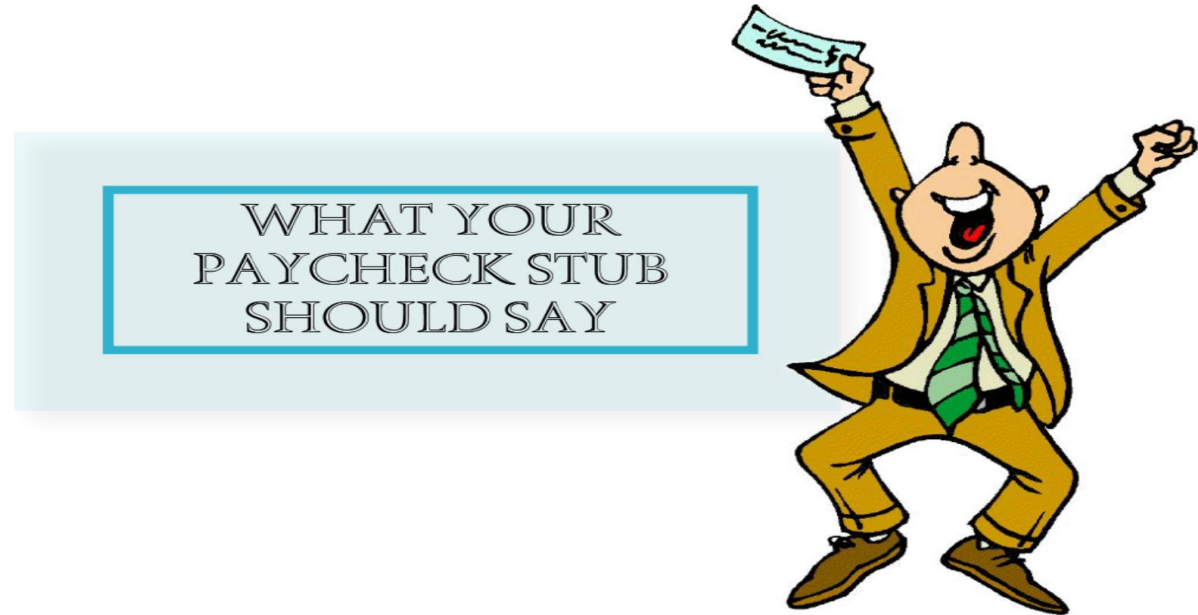
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Summer Resource Pack

Summer Calendar DATES

- 2025 Summer Calendars should be available in April.

- Deadlines for submitting Summer Pay Calendars is in accordance with the established Pre-payroll task cutoff dates on the Payroll Calendar Date site. You can view these dates on the SEEMLESS calendars in the upper left-hand corner of the calendar.

- 2025 Summer Pay dates: AY appointments begin seven (7) calendar days prior to the first day of classes each Fall semester and ends on commencement day or the final date for submitting grade reports for the Spring semester, whichever comes later.

Summer Dates for Each Campus:	AY Summer Start date	AY Summer End date
West Lafayette	5/19/2025	8/17/2025
Fort Wayne	5/15/2025	8/17/2025
Northwest	5/14/2025	8/17/2025

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REFERENCE LINKS

SUMMER PAYROLL

Lists of QRGs and Processes specifically for Summer Pay.

View More Information

WHAT YOUR PAYCHECK STUB SHOULD SAY

- https://www.purdue.edu/hr/paytimepractices/summerpay/index.php

SummerPay@groups.purdue.edu
    For SEEMLESS Summer Calendar issues (Access, Refresh)

PayrollPayments@Purdue.edu
    For Payroll center and Business office pay questions

Paspec@Purdue.edu
    For Payroll changes (Base Pay changes, ECP and IT issues, Manual Summer Calculators)

QUESTIONS

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