

Summer Salary Cap Template Use

Context: This template was developed for University of Kentucky use to ensure compliance with Salary Cap requirements for 9 and 10-month faculty participating in research during summer months (May 15 – August 15). The template is designed for use with single or multiple grants, depending on the needs of the department.

Instructions below will be the same for the single or multiple grant tabs.

1) In cell B3, enter the PI's name for department tracking.

NAME	Dr. John Doe	(ENTER)
-------------	--------------	---------

2) In cell H3, enter the WBS/Grant number

(ENTER)	320001000	ACCOUNT NUMBER
---------	-----------	-----------------------

3) In cell H4, enter the budget dates

(ENTER)	08/01/2023 - 12/31/2024	BUDGET DATES
---------	-------------------------	---------------------

4) In cell H7, enter the current salary cap limit. This information is updated annually when NIH releases the salary limitation for Executive Level II. For example, FY2024, the salary cap is \$221,900. This information can be found on the RFS website each January.

(ENTER)	\$	221,900.00	<i>Enter current annual salary cap</i>
---------	----	------------	--

5) The monthly salary cap limit will automatically populate in cell H9 for 100% FTE.

(ENTER)	\$	221,900.00	<i>Enter current annual salary cap</i>
	\$	18,491.67	←

6) In cell H11, enter the FTE for the PI for the project. For 9-month employees, May and August can only have a max of 50%, as only half the month is available. 10-month employees will only have the months of June and July that do not fall in their contract period.

a) Cell H13 will update automatically with the salary cap for the PI, based on the FTE entered.

(ENTER)	75.00%	<i>Enter % FTE faculty works this month (not effort % but total working time)</i>
		<i>Example: If only working 1/2 of the month, FTE would be 50%.</i>
	\$	13,868.75

7) In cell H16, enter the current monthly Institutional Base Salary (IBS) for the PI. This amount will be used to determine if the PI is over the salary cap for the period or not, based on their FTE that is entered in cell H 18.

(ENTER)	\$	19,921.72	Enter monthly pay for a summer month - Should not exceed academic year institutional base salary
(ENTER)		75.00%	Enter same as Line 11

8) Cell H20 will auto populate. If the amount in cell H20 exceeds the amount calculated in H13, the next section will need to be completed. If the amount is equal to or less, then no further actions are needed.

(CONTINUE ONLY IF LINE 20 EXCEEDS LINE 13)		\$	19,212.00
--	--	----	-----------

9) The **Salary and Cost Share Calculation for Grant** section will determine the amount of salary that should be direct charged to the grant and how much should be cost shared.

10) In cell H25, enter the amount of effort that the PI committed for the month for the grant. This can be identified by the PI or if they are being paid a specific dollar amount, you can calculate the effort percentage by the calculation below:

Effort % = Dollars paid for the summer month / Summer Monthly Salary Worked (H20)

For Example: the PI is paid \$4,500 for the month of July and they have an FTE of 100%. Their IBS is \$19,212, which is also the Summer Month Salary Worked.

Excel Formula: =4500/19212

Percentage calculated: 23%

This will populate in cell H26 the total dollars charged for the period (see example below):

Formula entered:

(ENTER)	=4500/19212	Enter effort percentage for this grant for this month
---------	-------------	---

(ENTER)	23%	Enter effort percentage for this grant for this month
Answer shows percentage:	\$	4,500.00

11) Cells H30 and H31 will populate the Allowable Direct-Charged Salary and the Required Cost Shared Salary. These will equal the total dollars paid (cell H26).

ALLOWABLE DIRECT-CHARGED SALARY		\$	4,331.28
REQUIRED COST SHARED SALARY		\$	168.72

12) The Direct-Charged Salary will be entered into Info-Type 0015 Additional Payments screen on the Sponsor fund.

13) The Cost Shared Salary will be entered into Info-Type 0015 Additional Payments screen on the Cost Share fund.

14) If there is required cost share percentage for other than salary cap, you will enter this percentage in cell H27. This required percentage will adjust the cost share amount to be entered on the cost share fund.