

Guidelines for Processing Summer Pay

Academic-year faculty are eligible to earn up to 33.33% of their academic-year salary, effective May 15 during the summer months, May through August.

Beginning in summer 2024, Georgia Tech is required to maintain a central record of all summer assignments in the form of an offer letter and/or the [Summer Pay Form](#). These agreements must be signed by both the supervisor/school chair and the faculty member.

In cases where a faculty member is working for another Georgia Tech unit, units must follow the [Guidelines for Interdepartmental Hiring](#).

Once the signed form is received, units should follow all steps below to ensure the faculty are paid correctly:

1. Ensure a signed Summer Pay Form or offer letter (in cases where there is an offer letter that covers 100% of their summer assignment) is on file in GT-TRACS with all required signature(s).
2. Key payments into OneUSG's Summer Pay Panel.
3. Each unit must develop a process, that includes a second person verifying that all entries match the most recent signed agreement before summer pay entry deadline each month.
4. Upload agreements into an "other" package in GT-TRACS. These packages do not need to be routed to the Institute level.

Frequently Asked Questions

1. Is the summer pay form required in all instances?

Though colleges and/or schools may elect to require the form for all faculty who receive summer pay, the Institute only requires the form in instances where there is not a signed offer letter that specifies 100% of the faculty member's duties and the funding source for those duties.

2. When can an offer letter be used in lieu of the form?

If an existing offer letter encompasses 100% of the summer assignment, use of the Summer Pay Form is at the discretion of the College/School.

3. Are units required to maintain a record of summer assignment agreements?

Yes. Record of all summer assignments is required by USG policy.

4. Where is the System of Record for summer assignment agreements?

GT-TRACS serves as the system of record to retain approved agreements.

5. Who needs to approve the GT-TRACS package?

Unless the assignment includes details that require approval by Faculty Affairs, units should create an "other" package for summer pay assignments. These packages do not

need to be routed for Faculty Affairs approval. Consult your college partner regarding specific requirements for your unit.

6. What if there are changes after a form is processed?

- a. In cases that involve a change of duties and/or a change in the amount of pay being covered by state funds, a new signed agreement must be completed and maintained. The revised assignments must be uploaded into GT-TRACS as well; however, this can be uploaded into the original package.
- b. In cases where a faculty member is updating charges to sponsored accounts, use of a new form is at the discretion of the College/School.

7. Can the supervisor/school chair/associate dean delegate authority to sign summer pay agreements?

Authority to create and/or approve summer assignments may be delegated to a faculty administrator; any delegation must be officially recorded in writing and maintained by the unit.

8. Who signs the Form in cases where the faculty member is performing duties for another Georgia Tech department?

The supervisor or their designee in the faculty member's home unit signs the form.

9. What happens if the faculty member or supervisor refuse to sign the agreement?

No faculty member should receive summer salary without a signed and accepted form or applicable offer letter on record in GT-TRACS.

10. Who is the contact regarding the attestation?

Grants and Contracts can answer those questions.