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# Running the Summer Salary and Overload Payments Report

## About this Document

This document describes the purpose and unique aspects of the Summer Salary and Overload Payments report, which uses the SAS VA reporting tool. This document does not cover general navigational features of SAS VA reports, but rather focuses on the specific purpose and information found on the Summer Salary and Overload Payments report.

For more information about the general features of SAS VA reports, see *Running SAS VA Reports*.

## Purpose of this Report

The Summer Salary and Overload Payments Report shows lump-sum payments for both 9-month and 12-month employees who receive compensation for work during the summer months, or overload payments. You can use this report to help manage the limits on summer compensation and overload payments.

## Summer Compensation Policy

Following University policy, HR representatives must manually calculate the salary limitation entered on the ePAR form. The Summer Salary and Overload Payments Report provides a validation tool to monitor employee compensation in order to ensure the limits are not exceeded.

For complete instructions on calculating an employee's summer salary limit per this policy, refer to the [Summer Compensation Policy](#).

## Ledger the Report Pulls From

This report is based on the GL Actuals ledger.

## Running the Report

1. Navigate to Finance > Financial Reporting.
2. Select the **Misc.** tab.
3. Select the **Summer Salary and Overload Payments** link.

**Misc Troubleshooting Rep**

*\*\* To see reports in different categories, click on the buttons at the top. Each button will displ*

**Suspense Activity Report**

Pulls account 511190 summary and details for departments. The second tab of this report pulls the suspense source activity where the account i

**Transaction Finder**

This report allows you to find a transaction based on Amount, Accounting Date, Vendor, Transaction Type, Transaction ID, Project ID or Program C

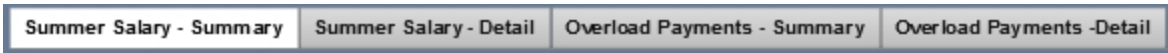
**Summer Salary and Overload Payments Report**

This reports hows lump sum payments for summer salary and overload payments. The report contains a summary and detail tab for both Summ lump sum payments that appear in the NC\_LUMP\_SUM table must have been paid as well.

**Report Views**

The report has the following four tabs:

- Summer Salary - Summary
- Summer Salary - Detail
- Overload Payments - Summary
- Overload Payments - Detail



**Summer Salary Report Filters**

Complete the combination of filters for the summer salary information you need. The filters are the same for the summary and detail tabs.

Tables:	Do the following:
Business Unit	Select <b>uncch</b> , <b>uncga</b> , or a foundation business unit.
Reg/Temp Flag	Select either <b>R</b> or <b>T</b> .

Tables:	Do the following:
Full/Part Time	Select either <b>F</b> or <b>P</b> .
Calendar Year	To enter a calendar year, you need to select the gray line beneath the words Calendar Year and then select the year you want. The missing values option allows you to search without a year selected.
Employee Name (Last First)	<p>To enter a name, you need to select the gray line beneath the words Employee Name (Last First) and then enter the name. Enter the employee's name beginning with the last name then a space before the first name. The system will show matching results as you type, so you can select the employee when their name shows up.</p> <p><b>Note:</b> Do not use a comma to separate last name from first name</p>
PID	To enter a PID, you need to select the gray line beneath the words PID and then enter the PID. The system will show matching results as you type, so you can select the employee when their PID shows up.
Service Period	<p>Defaults to display all service periods. Select the <b>9 Month</b> checkbox to just see 9-month employees.</p> <p><b>Note:</b> If you want to verify whether no other employees are receiving summer pay, select both the <b>12 Month</b> and <b>Not Available</b> checkbox and make sure the search results are blank.</p>
Department	Select a department level or specific department if you want to see the report by department. Use the arrows by the Department field to scroll through the department levels.

UNCCH | R | Full / Part Time

**Calendar Year**  
 2015

**Employee Name (Last First)**  
 EMPLOYEE\_FULL\_NAME

**PID**  
 PID

**Service Period**  
 12 Month  
 9 Month  
 Not Available

**Department Level 3**

- Arts and Sciences
- AVC Campus Enterprises
- AVC Campus Safety & Risk Mgmt
- AVC Facilities Services

## Summer Salary Report results

The report pulls data for employees with a Payment Type of Summer Salary. The Summer Salary tabs contain these earning codes: SMS, SMT, SMY, SMD, SUD, SUT, SUS, AND SUM.

### Summer Salary - Summary tab

The Summer Salary - Summary tab shows data on 9-month employees who receive compensation for work during the summer months. This tab shows the total summer payment amount and the summer payment amount still available.

For employees who receive compensation from more than one funding source, the data from all sources is combined and shows on one line.

Summer Salary Summary				
Employee Full Name	Base Salary	Beg Amt Available	Summer Payment Amt	Payment Amt Available
MACTRAINS, Randy	\$174,000.00	\$57,994.20	\$12,000.00	\$45,994.20

Double-click the number in the Summer Payment Amt or Payment Amt Available fields to see the detail.

Base Salary	Beg Amt Available	Summer Payment Amt	Payment Amt Available
\$174,000.00	\$57,994.20	\$12,000.00	\$45,994.20

This will bring up the Detail page, where there is a separate line for each funding source.

Lump Sum Effective Date	Earnings Code	Summer Payment Amt	Payment Amt Available
May/15/2015	SMS	\$2,368.44	\$28,244.17
Jun/01/2015	SMS	\$9,631.56	\$17,750.03

## Summer Salary - Detail tab

The Summer Salary - Detail tab shows the detail data on 9-month employees who receive compensation for work during the summer. This detail includes things like base salary, dates, and chartfields. For employees who receive compensation from more than one source, the data is split by funding source on this tab.

Sum Date	Lump Sum End Date	Lump Sum Effective Date	Earnings Code	Summer Payment Amt	Payment Amt Available	Funding Dept ID Descr	ePAR Form ID	Fund	Source	Sc De
15/20	May/31/2015	May/15/2015	SMS	\$2,388.44	\$28,244.17	440100 - Sch of Nursing	191488	21101	13001	He Ap
11/20	Jun/30/2015	Jun/01/2015	SMS	\$4,597.58	\$23,646.61	440100 - Sch of Nursing	201749	21101	13001	He Ap

## Overload Payments Report Filters

Complete the combination of filters for the overload payment information you need. The filters are the same for the summary and detail tabs.

Tables:	Do the following:
Business Unit	Select <b>uncch</b> , <b>uncga</b> , or a foundation business unit.
Reg/Temp Flag	Select either <b>R</b> or <b>T</b> .
Full/Part Time	Select either <b>F</b> or <b>P</b> .
Calendar Year	To enter a calendar year, you need to select the gray line beneath the words Calendar Year and then select the year you want. The missing values option allows you to search without a year selected.
Employee Name (Last First)	To enter a name, you need to select the gray line beneath the words Employee Name (Last First) and then enter the name. Enter the employee's name beginning with the last name then a space before the first name. The system will show matching results as you type, so you can select the employee when their name shows up.  <b>Note:</b> Do not use a comma to separate last name from first name
PID	To enter a PID, you need to select the gray line beneath the words PID and then enter the PID. The system will show matching results as you type, so you can select the employee when their PID shows up.
Service Period	Defaults to display all service periods. Select the <b>9 Month</b> checkbox to just see 9-month employees.  <b>Note:</b> If you want to verify whether no other employees are receiving summer pay, select both the <b>12 Month</b> and <b>Not Available</b> checkbox and make sure the search results are blank.

<b>Tables:</b>	<b>Do the following:</b>
Department	Select a department level or specific department if you want to see the report by department. Use the arrows by the Department field to scroll through the department levels.

UNCCH | R | Full / Part Time

**Fiscal Year**  
Fiscal Year

**Employee Name (Last First)**  
EMPLOYEE\_FULL\_NAME

**PID**  
PID

**Service Period**  
 12 Month  
 9 Month

**Department Level 3**

Arts and Sciences  
 AVC Campus Enterprises  
 AVC Campus Safety & Risk Mgmt  
 AVC Facilities Services

## Overload Payments Report results

The Overload Payment tabs include these earnings codes: ADL, SAE, OVR, OVD, OVS, AND OVH.

### Overload Payments - Summary tab

The Overload Payments - Summary tab shows data on 9-month and 12-month employees who receive overload payments. This tab shows the total overload payment amount and the overload payment amount still available.

For employees who receive compensation from more than one funding source, the data from all sources is combined and shows on one line.

Overload Payments Summary					
EMPLOYEE_FULL_NAME	Base Salary	Beg Amt Av...	Overload Payment Amt	Payment Amt Available	
MACTRAINS, Martha	\$48,250.00	\$12,062.50	\$3,800	\$12,062.50	

Double-click the number in the Overload Payment Amt or Payment Amt Available fields to see the detail.

Base Salary	Beg Amt Av...	Overload Payment Amt	Payment Amt Available
\$48,250.00	\$12,062.50	\$3,800	\$12,062.50

This will bring up the Detail page, where there is a separate line for each funding source, if there are multiple.

Job_Annual_C...	Earnings C...	Overload Paym..	Payment Amt Available
\$48,250	OVR	\$2,600	\$6,031.25
\$48,250	OVR	\$1,200	\$6,031.25

### Overload Payments - Detail tab

The Overload Payments- Detail tab shows the detail data on 9-month and 12-month employees who receive overload payments. This detail includes things like base salary, dates, and chartfields.

Job_Annual_C...	Earnings C...	Overload Paym..	Payment Amt Available	ePAR Form ID	Fund	Source	Sourc
\$44,005	ADL	\$1,520	\$7,281.00	114245	20101	12001	Acade
\$44,005	ADL	\$1,520	\$2,721.00	114424	20101	12001	Acade
\$44,005	ADL	\$1,520	\$8,801.00		20101	12001	Acade

