



Connect
CAROLINA



Summer Salary & Overload Payments Report

VERSION: July 2021

Running the Summer Salary and Overload Payments Report

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.

Getting to this Report

1. Go to tarheelreports.unc.edu and log in.
2. Click the menu button in the top left-hand corner of the screen and choose **Finance > HR & Finance > Payroll/Funding > Summer Salary & Overload Payments**.



Report Views

The report has the following four tabs:

- Summer Salary - Summary
- Summer Salary - Detail

- Overload Payments - Summary
- Overload Payments - Detail

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

Filter:	Do the following:
Regular Temp Desc	Select Regular or Temporary.
Full/Part Time Desc	Select Full Time or Part Time.
Employee Name (Last First)	Enter the employee's PID.
Employee Id	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.
Faculty Service Period	Defaults to display all service periods. Select the 9 Month checkbox to just see 9-month employees. Note: If you want to verify whether no other employees are receiving summer pay, select both the 12 Month and Not Available checkbox and make sure the search results are blank.
Department Label	Select one or more departments.

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

Calendar Year: (Multiple values) Employee Id: _____

Full Part Time Desc: (All) Regular Temp Desc: (All)

Employee Name	Current Base Salary	Current Beginning Amt Available	2018		2019
			Summer Payment Amt	Payment Amount Available	Summer Payment Amt
	Null	Null			
	\$186,430.00	\$62,137.12	\$12,000.00	\$28,274.24	\$12,000.00
	\$175,489.68	\$58,490.71	\$25,000.00	(\$74,518.58)	\$25,000.00
	\$124,397.00	\$41,461.52	\$19,818.82	(\$174,533.02)	\$20,082.90
	Null	Null	\$12,000.00		\$12,000.00
	\$127,834.00	\$42,607.07			

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 uncch , uncga , or a foundation business unit.
Regular Temp Desc	Select Regular or Temporary.
Full/Part Time Desc	Select Full Time or Part Time.
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)	Enter the employee's PID.
Employee Id	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 9 Month checkbox to just see 9-month employees. Note: If you want to verify whether no other employees are receiving summer pay, select both the 12 Month and Not Available checkbox and make sure the search results are blank.
Department Label	Select one or more departments.

Summer Salary - Summary

Summer Salary - Detail

Overload Payments - Summary

Overload Payments

Overload Payments - Summary

Fiscal Year



Employee Id

(Multiple values)

Full Part Time Desc

Regular Temp Desc

(All)

(All)

Employee Name	Fiscal			
	2018		2019	
	Overload Payment Amt	Payment Amount Available	Overload Payment Amt	Payment Amount Available
	\$42,250.00	(\$241,462.50)	\$39,750.00	(\$667,997.50)
	\$200.00		\$100.00	
			\$30,598.00	
			\$250.00	