E-Form 11

Payment For Faculty Research / Sponsored Activity Outside the Nine Month Academic Year
Purpose - Authorizes payment to 9-month faculty members who are conducting research or sponsored project activities during the summer months.
The non-contract period for 9-month faculty is the time between the ending of the May academic term and the beginning of the August academic term. During this time period, faculty are eligible to earn three months of pay at their institutional base salary rate.
The 9-month employee will be paid for one payroll in May and one payroll in August as part of the respective 9-month contracts.

To prevent exceeding a faculty member’s institutional base pay, ensure the summer pay amounts for the May 31st and August 13th payrolls do not exceed the faculty’s semi-monthly pay amount, respectively.
Contract dates used to calculate summer pay are located at:

https://hr.olemiss.edu/contractdates/
### Employment Dates for 2021 Summer Session Faculty

<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>May Intersession</td>
<td>May 17, 2021, through May 29, 2021</td>
</tr>
<tr>
<td>Full Summer Term</td>
<td>June 1, 2021, through July 30, 2021</td>
</tr>
<tr>
<td>1st Term</td>
<td>June 1, 2021, through June 29, 2021</td>
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<tr>
<td>2nd Term</td>
<td>July 1, 2021, through July 30, 2021</td>
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</table>

### Employment Dates for 2021 Summer Research Faculty

<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Full Summer</td>
<td>May 10, 2021, through August 18, 2021</td>
</tr>
</tbody>
</table>

### Employment Dates for 2021 August Intersession

<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>August Intersession</td>
<td>August 2, 2021, through August 14, 2021</td>
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</tbody>
</table>

[https://hr.olemiss.edu/contractdates/](https://hr.olemiss.edu/contractdates/)
The summer pay dates for 2021 are May 10, 2021 through August 18, 2021. This is the range of dates that should be used to process Form 11’s for this year.

Calculate the pay amount by taking:

Semi-monthly pay rate for the pay period
\[ \div \text{ Available work days during the period} \]
\[ \times \text{ Actual days worked} \]
Due to different amounts of available work days in May 2021 and August 2021, the daily rate should be calculated as:

- May – Semi-monthly pay rate ÷ 16 days
- August – Semi-monthly pay rate ÷ 13 days

**Note:** If a faculty member works all available days during the pay period, the E-form is to reflect the normal semi-monthly pay rate for the period.
Calculating Summer Pay When Teaching

If a faculty member is teaching full-time for any summer academic term, he/she is not eligible to receive research/sponsored activity pay for that term.

If a faculty member is teaching part-time for any summer academic term, calculate the non-teaching portion of pay as follows:

\[
\text{Normal semi-monthly rate of pay} \times \% \text{ of non-teaching time for the term}
\]
Things to remember when completing E-form 11’s:

- Forms cannot cross fiscal years.
- Forms should be routed to the Office of Accounting no later than 24 hours prior to the published E-form deadline to allow sufficient time for processing.
- The Effective Begin Date needs to be the same as the Beginning Date in the Cost Distribution section.
- The Effective End Date needs to be the same as the Ending Date in the Cost Distribution section.
Things to remember when completing E-form 11’s (cont):

- There are no payroll commitments created for E-Form 11’s nor is there a pay delay. A form dated 7/1-7/15 is actually for that period of time.

- The Funds Required amount should not include the department’s share of fringe benefits. It should only be the gross salary amount for the faculty member.

- The faculty member’s share (but not the department’s share) of fringe benefits will be taken from the gross salary amount.
The Office of Accounting will gladly assist you with these calculations.

For questions, please contact:

accounting@olemiss.edu