



## Summer Salary Rules for the Research Foundation

To assist you with processing your Research Foundation summer appointments, we are providing you with the following guidelines.

### Summer Period Appointment Types

Summer-only employees are defined as assignments that occur between May 1 and September 30 and do not exceed four months in duration. SUNY faculty employees are eligible for summer session employment with the Research Foundation *only* during periods that do not overlap with their academic year obligation. For payroll purposes, the *suggested* summer dates are June 1 through August 30.

Student employees are eligible for employment in a Research Foundation student title, and charged either the graduate or undergraduate student fringe benefit rate. Employment in a student title must satisfy all three of the following criteria:

1. The employee is enrolled as a full-time SUNY student. An employee is a SUNY student during the period that begins on the first day of the first semester in which he or she is enrolled and ends with the last day of the last semester during which he or she is enrolled.
2. The employee is working part time or, if employed full time in the summer, was enrolled as a full-time student during the preceding academic year.
3. The employee is engaged in work related to the student's education and training that leads to the fulfillment of academic requirements.

### Required Forms

In order to be placed on Research Foundation payroll, the following forms are required:

- Employee Appointment Form: required for new and rehired employees.
- Address/Emergency Contact Form: required for new and rehired employees.
- Federal and State Tax Withholding Certificates: required for new employees, rehired employees that have been off the payroll for 1 year or more, and any employee wishing to change exemptions.
- I-9 Employment Eligibility Verification Forms: required for new employees, rehired employees that have been off the payroll for three years or more, and employees with expired work authorizations. **I-9 forms must be completed no later than 3 business days after the hire date or on the hire date if the appointment is for less than 3 days.**
- Employment Application: required for new employees.

Forms are available on the Buffalo State College Research Foundation web site at [http://www.rf.buffalostate.edu/rf/HUMAN\\_RESOURCES/forms.htm](http://www.rf.buffalostate.edu/rf/HUMAN_RESOURCES/forms.htm)

## Salary Limitations

The following chart should be used to calculate summer salary for any full-time SUNY employee with an academic-year obligation:

Length of Summer Service	Maximum Percentage of Academic-Year Salary
1 week	2.67 %
2 weeks	5.33 %
3 weeks	8.00 %
4 weeks	10.67 %
1 month	11.11 %
5 weeks	15.00 %
6 weeks	16.00 %
7 weeks	18.00 %
8 weeks	20.00 %
2 months	22.22 %
More than 2 months Not to exceed 3 months	11.11 % per month

Requests to increase maximum salary percentages listed in the chart above cannot be approved. Both SUNY policy and OMB Circular A-21 preclude the salary rate for a SUNY faculty member with an academic year obligation appointed to the Research Foundation's payroll through a summer-only assignment, from exceeding the faculty member's base full-time salary rate divided by the number of months covered by the faculty member's academic year obligation.

## **Fringe Benefit Rates**

### Fiscal year 2009 (effective July 1, 2009 - June 30, 2010)

Summer-only	16.0%
Graduate Students	12.5%
Undergraduate students	5.0%
Regular employees	37.5%
SUNY IFR (estimate)	42.67%

### Fiscal year 2010 (effective July 1, 2010 - June 30, 2011)

Summer-only	16.0%
Graduate Students	13.5%
Undergraduate students	5.0%
Regular employees	37.5%
SUNY IFR (estimate)	41.49%

## **Benefits**

Summer Research Foundation employees may be eligible for the following benefits, depending on eligibility requirements:

- Social Security
- Unemployment Insurance
- Workers' Compensation
- New York State Disability
- Basic Retirement Plan
- Optional Retirement Plan - employees who meet the eligibility criteria can make voluntary before-tax contributions to the Research Foundation's Optional Retirement Plan. Please contact Chris Goff at 878-4046 to request an enrollment form.

To determine eligibility for participation in any of the benefit programs, please contact Chris Goff at 878-4046.

## **H-1B Visa Holders**

A full-time SUNY employee holding an H-1B visa for work at SUNY must obtain a concurrent H-1B visa for Research Foundation work. The H-1B is an employment based petition. Because SUNY and the Research Foundation are separate employers, an H-1B obtained by SUNY does not authorize the person to work for any other employer, including the Research Foundation.

Since the process for obtaining an H-1B can be time consuming, departments may consider keeping a summer only employee on the SUNY payroll and processing an Income Fund Reimbursable assignment for the person's Research Foundation work. For more information on the IFR payment contact Dale Bessinger at 878-5724.