

**NSTP PPS Example 2**  
**Negotiated Salary and Summer Salary from NIH Funds Subject to Salary CAP**

**How to Prepare NSTP Appointment:**

- Fill out NSTP worksheet.
- In PPS, put current FTE distribution in "suspense". (Appt 10)  
 End current distribution 6/30/15 and delete FTE. (Dist 11)  
 Add new future distribution effective 7/1/16 with FTE. (Dist 12)
- Set up 2015-16 negotiated salary appointment using NSTP worksheet calculations. (Appt 20)  
 Example: Annual Base (SBS): \$189,500  
 Negotiated Salary Component (NSC): \$ 19,000  
 Total UC Salary (TUCS) Rate: \$208,500  
 Add **NCB** (regular scale-based salary) distribution reflecting faculty member's 19900 base salary using percentage from NSTP worksheet. (Dist 21)  
 Add **NNC** (negotiated salary component) distribution line reflecting negotiated salary component from funding with no agency salary cap using percentage from NSTP worksheet. (Dist 22)  
 Add **NCC** (regular scale-based salary) distribution line reflecting faculty member's base salary component from funding with an agency salary cap\* using percentage from NSTP worksheet. (Dist 23)  
 Add **NCU** (negotiated salary component) distribution line reflecting negotiated salary component from funding with an agency salary cap\* using percentage from NSTP worksheet. (Dist 24)
- Set up separate appointment with cap gap supplement for the agency capped base salary component and the agency capped negotiated salary component from the NSTP worksheet. (Appt 30)  
 Add **NCG** (salary cap gap - covered compenstion) distribution reflecting faculty member's base salary component from funding with an agency salary cap. (Dist 31, supplementing Dist 23)  
 Add **NGU** (salary cap gap - not covered compensation) distribution line reflecting negotiated salary component from funding with agency salary cap using percentage from NSTP worksheet. (Dist 32, supplementing Dist 24)

\*NOTE: Apply the appropriate academic year funding CAP.

**Regular Appointment**  
(In Suspense)

Regular Appointment		IR EDB Entry/Update							User ID: IRACPST				
(In Suspense)		Appts./Distributions-Condensed							Pri Pay: MO				
ID: 090004523	Name: WHITAKER, JOSEPH						Emp Stat: A	Pg 1 of 5					
PAF Gen No: 20													
Appt	Actions	Pgm	Typ	Bas	Pd Ovr	Appt Begin	Appt End	Dur	Dept	FLSA			
10	13	A	5	09	12	070106	999999	T	135070	1			
Title					Grade	%Full	F/V	Ann/Hr Rate	Rt	Sch	Time	LV	
1143	PROFESSOR - AY B/E/E					1.00	F	189500.00	A	MO	E	N	
Dist No		L/A/C/F/P/S	Proj	FTE	Dis %	PayBeg	PayEnd	St/OA	Rate/Amt	DOS	PRQ	D	W
11		9403007199000		*	1.0000	070114	063015	- A	15791.67	REG			
12		9403007199000		1.00	1.0000	070116	999999	- A	15791.67	REG			

**Appt Reflecting TUCS**  
(Base Plus Negotiated)

Appt Reflecting TUCS		IR EDB Entry/Update							User ID: IRACPST				
(Base Plus Negotiated)		Appts./Distributions-Condensed							Pri Pay: MO				
ID: 090004523	Name: WHITAKER, JOSEPH						Emp Stat: A	Pg 2 of 5					
PAF Gen No: 20													
Appt	Actions	Pgm	Typ	Bas	Pd Ovr	Appt Begin	Appt End	Dur	Dept	FLSA			
20		A	5	09	12	070106	999999	T	135070	1			
Title					Grade	%Full	F/V	Ann/Hr Rate	Rt	Sch	Time	LV	
1143	PROFESSOR - AY B/E/E					1.00	F	208500.00	A	MO	E	N	
Dist No		L/A/C/F/P/S	Proj	FTE	Dis %	PayBeg	PayEnd	St/OA	Rate/Amt	DOS	PRQ	D	W
21		9403077199000			0.7089	070115	063016	- A	17375.00	NCB			
22		9403007747320			0.0411	070115	063016	- A	17375.00	NNC			
23		9405111123450			0.2000	070115	063016	- A	11456.25	NCC			
24		9403007344310			0.0500	070115	063016	- A	11456.25	NCU			

Supplemental Appt - A/Y  
(NIH Cap Gap)

IR EDB Entry/Update  
Appts./Distributions-Condensed

User ID: IRACPST

ID: 090004523      Name: WHITAKER, JOSEPH      Emp Stat: A  
PAF Gen No: 10

Pri Pay: MO  
Pg 3 of 5

Appt	Actions	Pgm	Typ	Bas	Pd Ovr	Appt Begin	Appt End	Dur	Dept	FLSA			
30	13	A	5	—	—	070115	06302016	—	135070	1			
Title						Grade	%Full	F/V	Ann/Hr Rate	Rt	Sch	Time	LV
3998	SALARY SUPPLEMENT						—	F	17756.28	B	MO	R	N

Dist No	L/A/C/F/P/S	Proj	FTE	Dis %	PayBeg	PayEnd	St/OA	Rate/Amt	DOS	PRQ	D	W
31	9445830344310		—	—	070115	063016	— —	1183.28	NCG			
32	9445830344310		—	—	070115	063016	— —	296.41	NGU			

**3 MONTHS ADDITIONAL COMPENSATION – Research Appointment Paid  
from NIH Funds Subject to the Salary CAP including a Salary Supplement**

**How to Compute Summer Salary:**

1. Compute the faculty member's appropriate 1/9<sup>th</sup> rate.  
Example: \$208,500 NSTP negotiated salary divided by 9 months = \$23,166.67
  2. Compute the difference to be paid as the salary supplement.  
Example: \$23,166.67 minus \$15,275.00 (maximum monthly NIH CAP rate)  
= \$7,891.67 x 3 months = \$23,675
  3. Set up the research appointment using the **Academic Year–9 month** title code using the capped annual and monthly salary rates. (Appt 30, Dist 31)
  4. Using Appendix V (Daily Time Factors) calculate each month's differential as follows:  

July 1 – 31 = 23 days	\$7,891.67 x 1.2105	= \$9,552.87
Aug 1 – 31 = 21 days	\$7,891.67 x 1.1053	= \$8,722.66
Sep 1 – 17 = 13 days	\$7,891.67 x 0.6842	= \$5,399.48
TOTAL PAYMENT: \$9,552.87 + \$8,722.66 + \$5,399.48 = \$23,675.01		
  5. Set up a separate appointment for the cap gap supplement with a distribution line for each month of summer salary.  
Enter the calculated flat rate (by-agreement type) amount in the Rate/Amount Field. (Appt 40, Dist 41, 42, 43)
  6. Use full calendar months — for the "salary supplement" appointments and distributions!  
Enter the exact dates of partial month service on the IDOC and PAN.
- NOTE: Apply the appropriate academic year funding CAP.

Summer Salary Appt (1/9th TUCS capped)				IR EDB Entry/Update Appts./Distributions–Condensed					User ID: IRACPST				
ID:	090004523			Name:	WHITAKER, JOSEPH			Emp Stat:	A				
PAF Gen No:	20								Pri Pay:	MO			
Pg	4								of	5			
Appt	Actions	Pgm	Typ	Bas	Pd Ovr	Appt Begin	Appt End	Dur	Dept	FLSA			
40	13	A	5	09	09	070115	091715		135070	1			
Title	1982 RESEARCHER - AY 1/9 B/E/E			Grade	%Full	F/V	Ann/Hr Rate	Rt	Sch	Time	LV		
Dist No					1.00	V	183300.00	A	MO	Z	N		
L/A/C/F/P/S	Proj	FTE	Dis %	PayBeg	PayEnd	St/OA	Rate/Amt	DOS	PRQ	D	W		
41	9443554747322		1.0000	070115	091715	- A	15275.00	ARC					

Supplemental Appt – Summer (NIH Cap Gap)				IR EDB Entry/Update Appts./Distributions–Condensed					User ID: IRACPST				
ID:	090004523			Name:	WHITAKER, JOSEPH			Emp Stat:	A				
PAF Gen No:	10								Pri Pay:	MO			
Pg	5								of	5			
Appt	Actions	Pgm	Typ	Bas	Pd Ovr	Appt Begin	Appt End	Dur	Dept	FLSA			
50	13	A	5			070115	093015		135070	1			
Title	3998 SALARY SUPPLEMENT			Grade	%Full	F/V	Ann/Hr Rate	Rt	Sch	Time	LV		
Dist No						F	23675.00	B	MO	R	N		
L/A/C/F/P/S	Proj	FTE	Dis %	PayBeg	PayEnd	St/OA	Rate/Amt	DOS	PRQ	D	W		
51	9445830344312			070115	073115	- -	9522.87	AAC					
52	9445830366312			080115	083115	- -	8722.66	AAC					
53	9445830366312			090115	093015	- -	5399.48	AAC					