## How to Prepare NSTP Appointment:

1. Fill out NSTP worksheet.
2. In PPS, put current FTE distribution in "suspense". (Appt 10)
   - Add new future distribution effective 7/1/19 with FTE. (Dist 11)
3. Set up 2019–20 negotiated salary appointment using NSTP worksheet calculations. (Appt 20)
   - Example 10% NSC:  
     - 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 (regular scale–based salary) distribution reflecting faculty member's base salary component from funding with an agency salary cap. (Dist 22)
     - Add NCC (negotiated salary component) distribution line reflecting negotiated salary component from funding with no 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)
4. 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 compensation) distribution reflecting faculty member's base salary component from funding with an agency salary cap. (Dist 31, supplementing Dist 22)
   - 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 23, supplementing Dist 24)

*NOTE: Apply the appropriate academic year funding CAP.

### Regular Appointment (In Suspense)

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### Appt Reflecting TUCS (Base Plus Negotiated)

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| Dist No | L/A/C/F/P/S | Proj FTE | Dis % PayBeg PayEnd St/OA Rate/Amnt DOS PRQ D W |
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| 31 9445830344310 |           | _____   | _____ | 070119   | 063020 |        | 1101.06 | NCG |
| 31 9445830344310 |           | _____   | _____ | 070119   | 063020 |        | 276.72  | NGU |
How to Compute Summer Salary:

1. Compute the faculty member's appropriate 1/9th 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 $15,800.00 (maximum monthly NIH CAP rate) = $7,366.67 x 3 months = $22,100.00

3. Set up the research appointment using the Academic Year-9 month Researcher title code using the capped annual and monthly salary rates. (Appt 40, Dist 41)

4. Using Appendix V (Daily Time Factors) calculate each month's differential as follows:
   
   July 1 - 31 = 23 days $7,366.67 x 1.2105 = $8,917.35  
   Aug 1 - 30 = 22 days $7,366.67 x 1.1579 = $8,529.87  
   Sep 1 - 17 = 12 days $7,366.67 x 0.6316 = $4,652.79
   
   TOTAL PAYMENT: $8,917.35 + $8,529.87 + $4,652.79 = $22,100.01

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 50, Dist 51, 52, 53)

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.

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**Summer Salary Appt**

(1/9th TUCS capped)

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**Supplemental Appt – Summer**

(NIH Cap Gap)

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**IR EDB Entry/Update**

Appts./Distributions—Condensed

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**Senior Pay**

Dept FLSA

**User ID:** PAF Gen No: 20

**Name:** WHITAKER, JOSEPH

**Emp Stat:** A

**Title:** RESEARCHER - B/E/E - Acad Yr

**Dist No:** 41

**L/A/C/F/P/S St/OA:** 9443554747322

**Proj:**

**FTE:** 1.0000

**PayBegin:** 070119

**PayEnd:** 091719

**Rate/Amt:** 15800.00

**DOS PRQ D W:**

**Rate/Amount Field:**

**Dist No:**

**L/A/C/F/P/S St/OA:** 9445830344312

**Proj:**

**FTE:**

**Dis %:**

**PayBegin:** 070119

**PayEnd:** 073119

**St/OA:**

**Rate/Amt:** 8917.35

**DOS PRQ D W:**

**Rate/Amount Field:**

**Dist No:**

**L/A/C/F/P/S St/OA:** 9445830366312

**Proj:**

**FTE:**

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**PayEnd:** 083119

**St/OA:**

**Rate/Amt:** 8529.87

**DOS PRQ D W:**

**Rate/Amount Field:**

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**L/A/C/F/P/S St/OA:** 9445830366312

**Proj:**

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**Dis %:**

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**PayEnd:** 093019

**St/OA:**

**Rate/Amt:** 4652.79

**DOS PRQ D W:**

**Rate/Amount Field:**

**Notes:**

Apply the appropriate academic year funding CAP.