

University of Cincinnati
Extra Compensation (EXC) Calendar
2016 - 2017 Academic Year

Attachment A

INTERSESSION PERIODS DATES	EXTRA COMPENSATION BREAK PERIOD	HOLIDAYS & Closures	MAXIMUM BREAK PERIOD EFFORT % AVAILABLE	EXC LVS DUE TO PROVOST*	PCR MUST BE INITIATED BY PCR DUE DATE	
8/15/2016 to 8/21/2016	Pre-Fall Break - August	None	8.93%	9/20/2016	For October	
8/22/2016 to 12/10/2016	Fall Semester 2016					
12/11/2016 to 1/8/2017	Fall Break	12/23/2016 to 1/2/2017	23.21%	2/7/2017	For March	
1/9/2017 to 3/12/2017	Spring Semester 2017					
3/13/2017 to 3/19/2017	Spring Break	None	8.93%	4/18/2017	For April	
3/20/2017 to 4/29/2017	Spring Semester 2017					
4/30/2017 to 5/7/2017	Pre-Summer Break	None	8.93%	6/6/2017	For June	
5/8/2017 to 8/5/2017	Summer Semester 2017					
5/8/2017 to 8/14/2017	Summer Break - May	5/28/2017	May	30.36%	6/30/2017	For July
	Summer Break - June	None	June	39.29%	7/30/2017	For August
	Summer Break - July	7/4/2017	July	35.71%	8/30/2017	For September
	Summer Break - August	None	August	17.86%	9/13/2017	For October

1. **The EXC research year begins August 15, 2016 and ends August 14, 2017**
2. **Departments must calculate and report EXC as a percentage of total Academic Year Break Period effort using EXC Labor Verification Statements and the EXC Calculator.**
3. EXC LVS Forms must record effort percentage by EXC Period and are due in the Provost Office by the due dates listed above. All required signatures must be present before payment requests are made.
*** Send completed EXC LVS forms to extracomp@uc.edu or fax to 556-6050.**
4. **Departments will initiate requests for EXC payment by processing a one-time PCR, wage type OEXC - Intersession Comp.**
5. **EXC PCR'S must be be initiated by the deadlines listed above or no later than 30 days after the award end date, whichever is earlier.**
6. **Signed and completed EXC LVS forms, completed EXC Calculator and any other required documentation must be received by the PCR deadline dates before the EXC PCR can be approved.**
7. Reminder: Payment requests cannot be honored if the EXC LVS Forms were not received by the EXC LVS due date.
8. Maximum allowable EXC paid during an EXC year is 14/32 of the adjusted annual base salary. Faculty working part- or full-time during an off semester will have their maximum allowable EXC pay reduced by the amount of their off-semester pay (summer teaching pay and/or administrative stipend, etc.)
9. University Policy does not permit advances on EXC. All days reported after the earliest signature date must be resubmitted for payment.
10. Without exception, Hand Drawn Check Requests will not be issued to pay EXC, per Payroll and Employee Information Services (PEIS) policy.
11. **Questions can be directed to the Provost Office at 556-6920, or John Ungruhe at 556-4817, john.ungruhe@uc.edu**