

**University of Cincinnati**  
**Extra Compensation (EXC) Calendar**  
**2023 - 2024 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	
8/15/2023 to 8/20/2023	Pre-Fall Break - August	None	7.14%	9/30/2023	For October	
8/21/2023 to 12/9/2023	Fall Semester 2022					
12/10/2023 to 1/7/2024	Fall Break	12/25/2023 to 1/1/2023	25.00%	2/6/2024	For March	
1/8/2024 to 3/10/2024	Spring Semester 2023					
3/11/2024 to 3/17/2024	Spring Break	None	8.93%	4/16/2024	For April	
3/18/2024 to 4/28/2024	Spring Semester 2023					
4/29/2024 to 5/5/2024	Pre-Summer Break	None	8.93%	6/4/2024	For June	
5/6/2024 to 8/14/2024	Summer Semester 2023					
5/6/2024 to 8/14/2024	Summer Break - May	5/27/2024	May	33.93%	6/30/2024	For July
	Summer Break - June	6/19/2024	June	33.93%	7/31/2024	For August
	Summer Break - July	7/4/2024	July	39.28%	8/31/2024	For September
	Summer Break - August	None	August	17.86%	9/13/2024	For October

1. **The EXC research year begins August 15, 2022 and ends August 14, 2023**
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](mailto:extracomp@uc.edu)**
4. **Departments will initiate requests for EXC payment by processing a one-time PCR, wage type 0EXC - Intersession Comp.**
5. **EXC PCR'S must 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 SRS Accounting Director John Ungruhe at 556-4817 or email [john.ungruhe@uc.edu](mailto:john.ungruhe@uc.edu)**