

**University of Cincinnati**  
**Extra Compensation (EXC) Calendar**  
**2025 - 2026 Academic Year**

Attachment A

INTERSESSION PERIODS DATES	EXTRA COMPENSATION BREAK PERIOD	MAXIMUM BREAK PERIOD EFFORT % AVAILABLE	EXC LVS DUE TO PROVOST*	PCR MUST BE INITIATED BY PCR DUE DATE	
8/15/2025 to 12/13/2025	Fall Semester 2025				
1/2/2026 to 4/15/2026	Spring Semester 2026				
5/1/2026 to 8/14/2026	Summer Semester 2026				
5/1/2026 to 8/14/2026	Summer Break - May	May	40.00%	6/30/2026	For July
	Summer Break - June	June	40.00%	7/31/2026	For August
	Summer Break - July	July	40.00%	8/31/2026	For September
	Summer Break - August	August	20.00%	9/13/2026	For October

1. **The EXC research year begins August 15, 2025 and ends August 14, 2026**
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 OEXC - 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 .4375 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)**