

**University of South Carolina
HR Contact Resources
Summer Compensation 2025
Important Information**

Offer Letters:

- All summer hires require an offer letter attached. Three templates are available (1 for FTE faculty and 2 for temporary faculty-TFAC).
- TFAC paper hiring form (PBP2s) and required offer letter submissions must be sent to saladmin@mailbox.sc.edu for review/approval. These are not submitted in HCM.
- Each line item on the offer letter (i.e. each separate class and ECOM/research assignment) must be associated with a separate summer hire eForm in HCM or separate line on the PBP2s form.
- The salary amount and dates of appointment on the Summer Hire eForm or PBP2s must match what is listed in the attached offer letter.

Summer Hire Dates and Pay Information:

- Summer begins 05/16/2025 and ends 08/15/2025. FTE Faculty cannot be paid for summer compensation until the 5/16/2025 – 5/31/2025 payroll, regardless of when the summer instruction begins. ECOM cannot begin before 5/16/2025.
- Summer comp defaults to the same pay schedule as the faculty's FTE position of current or lag. Pay schedules are published on the [Payroll Toolbox](#).
- All TFACs are paid on a lag.
- Summer compensation follows the same HR deadlines as all other actions, as shown below:

2025 Pay Period Ending	Deadline (Submit to HR by Noon on)
May 31	Tuesday, May 6
June 15	Wednesday, May 21
June 30	Thursday, June 5
July 15	Friday, June 20
July 31	Tuesday, July 8
August 15	Monday, July 21

Compensation Limits:

- In summer 2025, there are 66 workdays for 9-month faculty, so total compensation for 2025 summer employment may not exceed 33.85% of the faculty member's ***preceding academic year salary***. Note that a potential general increase (GI) in July will not impact earnings limits for summer compensation 2025.
 - For 10.5-month faculty the limit is 14.66% (up to 33 workdays, depending on dates).
 - For 11-month faculty the limit is 9.36% (up to 22 workdays, depending on dates).
 - 12-month faculty are not eligible for summer comp.
- Exceptions to the 33.85% limit for summer instruction require prior approval by the Office of the Provost or the Chancellor for comprehensive universities or Palmetto College.
 - If an exception is being requested for summer instruction for FTE faculty on the Columbia campus the Summer Hire eForm will automatically workflow to Provost for approval.
 - If an exception is being requested for summer instruction for FTE faculty on the comprehensive universities or Palmetto College campuses, *the initiator must attach approval documentation to the Summer hire eForm.*
- There are no exceptions to the 33.85% limit for ECOM/Research.