

Business Office

Date: April 24, 2026

To: Mitch Daniels School of Business, Faculty

From: Mitch Daniels School of Business, Business Office

Summer is approaching and the business office is preparing for summer payroll. Please review the following information regarding summer payroll:

Sponsored Research or Discretionary Account Funding:

Summer compensation worksheets are **required** for all faculty members who will be paid from sponsored research or discretionary funds. Please provide the account number, corresponding dates, and dollar amount to use in the corresponded boxes in the worksheet attached. For grants, work with Jonathan Maj (jmaj@purdue.edu) in the business office to make sure appropriate funding is available.

Summer Teaching - Undergraduate, Online, Masters, or Executive programs:

Faculty with only teaching responsibilities over the summer please add your course information (DSB or other areas) in the corresponding section in the worksheet attached. The business office will use this to verify that we have the appropriate information and can process your summer salary using the summer teaching schedule. As a reminder, teaching course payments are always a month behind due to the timing of when payroll is written and the students last drop date.

Other Summer Compensation - Contractual, Chair, Administrative, and Merit commitments:

For faculty who have summer contractual, chair, administrative or merit commitments - there is no action needed. The business office will process your summer pay based upon your contract and information provided from the Dean's office.

Compensation Dates:

Pay dates during the summer continue to be the last working day of each month.

- Contractual commitment, Chair, Administrative payments will be paid in June;
- Departmental awarded Merit Summer Support will be paid in June;
- Teaching payments are based on course dates and enrollment;
- Sponsored Research and Discretionary payments are based upon the summer compensation worksheets.

Receiving pay monthly is dependent on all information being communicated to the business office in a timely manner. Please submit your completed worksheets to Michelle Gentry at mlgentry@purdue.edu in the Business Office no later than 5/8/26.

If you have any questions regarding summer payroll, please contact Michelle Gentry (mlgentry@purdue.edu) or Adam Wilson (adamwilson@purdue.edu).

Thank you.