

# Summer Pay

## Answers to Top 3 Topics

### 1. Summer Pay and Off Cycles

- Do not create/use an off-cycle pay period to pay lump-sum summer pay.
- Off cycle pay periods are used for extra-duty pay, summer-school duty, bonuses, etc.
- [How to set up and process an off cycle](#)

### 2. When to Report Summer Pay

**If: You're paying a lump sum in June for June, July and August & members receive wages in June.**

Then: Complete the regular June pay report with entire summer pay amounts. Then pay invoice.

**If: You don't know wages for July and August in time for the regular June pay date.**

Then: Do the June pay report with correct pay info, and put July & August summer pay info on regular July pay report.

**If: You account for June, July & August pay in June (due to budget), but pay July wages in July and August wages in August.**

Then: You will not need to do summer pay. Report June wages to KPERs on the June pay report, July wages on July report, and August on August report.

### 3. "No Summer Pay" & End Dates

For non-licensed employees who do not receive wages during the summer.

**If: You think the employee is returning for the next school year.**

Then: Click the "No Summer Pay" button on the pay report.

**If: You know the employee is not returning for the next school year and know the end date.**

Then: Click the "No Summer Pay" button and enter the end date (you'll get a pop-up reminder).

**If: You find out an employee is not returning for the next school year after the pay report was submitted.**

Then: Use the date you receive notice as the end date (ex. Joe tells the school on Aug 1 that he's not coming back – enter Aug 1 as the end date).