



Faculty Summer Research Salary Additional Compensation Pay Request Form

This form is to be used by faculty with summer salary paid from sponsored projects (e.g. grants, contracts). Submit the completed form to Human Resources, PO Box 7424, for processing. Forms must be received by the 10th to be included in that month's pay.

Name: Employee ID:

Department: Phone number:

Contact name and phone number (if different from payee):

Instructions: Must include grant code(s), amount(s) to be paid per pay period, number of hours worked per month (full time equivalency is 162 hrs/per/mo), and select the month(s) for payment. If the amount worked per month is less than the full-time equivalency, indicate the appropriate hour equivalency (i.e. 50% equivalency is 81 hrs/per mo). Payment(s) should be paid in the months that they work.

RG# Amount Hours May June July August

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Total to be paid (all grants)*: Earnings Type: research Earnings Code: SGT Account: 50028

The maximum summer research compensation is 3/9 of the academic year salary. May and August pay is normally limited to 1/2 month each unless a greater percentage effort can be documented. Payments for more than one month should be divided appropriately across months. Only one form per summer is needed.

This pay will be compensation for effort on a research project during the summer.

Signature: _____ Date: _____

All forms must be signed by the Grant Accounting Manager

Grant Accounting Manager: _____ Date: _____

Dean: _____ Date: _____

Human Resources Department Use

Review, Comments and Approval for Processing:

Human Resources Signature

Date