

GRADUATE SUMMER COMPENSATION

Spring RAs and TAs, if you anticipate working in a Research Group this summer, complete the following information. The signature of the Principal Investigator (your advisor in most cases) is **required prior for submission**. Also required - the 'Time Approver' (your advisor in most cases) PCN#. If s/he does not know their PCN#, this information can be obtained from the Accounting Office (Forbes 303). Please submit **completed** form to the HR representative (Forbes 303D or email – *Liz Enriquez*) no later than **Friday, April 26, 2024**, to ensure timely processing and prompt payment.

Name:

Employee ID #:

Title (check one):

☐

Assistant

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Associate

Provide a detailed description of Summer Research (required):

SUMMER RESEARCH

Pay Period End Date	Pay Period (start/end) Dates	Max # Hours Available	Account #(s) and # of Hours
05/26/2024	May 20 - 26	40	
06/09/2024	May 27- June 09 (May 27th Memorial Day Not Paid)	72	
06/23/2024	June 10 – June 23 (June 19th Juneteenth Day Not Paid)	72	
07/07/2024	June 24 – July 07 (Thursday 7/4 Independence Day/ unpaid)	72	
07/21/2024	July 08 - July 21	80	
08/04/2024	July 22 – August 4	80	
08/18/2024	August 05 – August 18	40	

Total number of summer compensation hours: out of 456 MAX hours (The max number of hours per pay period may vary depending on account approval.)

*** Spring 2024 *payroll* semester ends 5/19/2024 -> SUMMER supplemental compensation BEGINS on Monday, 5/20/2024 *** Fall 2024 *payroll* semester begins 8/19/2024 -> SUMMER supplemental compensation ENDS on Sunday, 8/18/2024.

Time Approver PCN#

Principal Investigator Signature

Date

Student summer compensation may be reported between May 20, 2024 and August 18, 2024. **IMPORTANT: It is YOUR responsibility to manually report your hours EACH pay period!** You do this by logging-in to your summer supplemental compensation timesheet at <https://uaccess.arizona.edu/> Employee Self Service (center of page). Use your NetID and password to login to complete your timesheet located under Time tile – *Select Job: Supplemental Compensation* from drop-down menu. Remember to then click

“Submit” to forward time sheet to your **Time Approver**. The Time Approver must electronically approve once you’ve submitted your timesheet.

This year is one of those rare years where there will be a gap between supp comp period and the start of the academic year. This means there will be a gap in pay, no pay for one week (08/12-08/18) the paycheck on August 23rd will be for only One Week of Pay.

When to submit your bi-weekly timesheet? An email reminder will be sent to you a few days in advance. FAILURE TO SUBMIT YOUR BI-WEEKLY TIMESHEET BY DEADLINE, WILL RESULT IN A DELAY IN PAY!

Summer wages are not authorized for holidays or vacations. If you have any questions, please stop by the Business Office (Forbes rm. 303) or email Liz Enriquez at lizenriquez@email.arizona.edu