

## Summer Supplemental Compensation

Please submit the completed form to Liz Enriquez lizenriquez@arizona.edu no later **than Friday, April 26, 2024**, to ensure timely processing and prompt payment.

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](https://uaccess.arizona.edu/Employee%20Self%20Service) (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 timesheet to your Time Approver. The Time Approver must electronically approve once you’ve submitted your timesheet.

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!**

**Faculty Name:**

**EmpID:**

Pay Period	Supplemental Comp Dates	Allowable Hours (Days)	Requested Hours	Account #
05/13/2024-05/26/2024	05/13/2024-05/19/2024	0 hours (M-F)		
	05/20/2024-05/26/2024	40 hours (m-f)		
05/27/2024-06/09/2024	05/27/2024-06/02/2024	32 hours (T, W, Th, F)		
	06/03/2024-06/09/2024	40 hours (M-F)		
06/10/2024-06/23/2024	06/10/2024-06/16/2024	40 hours (M-F)		
	06/17/2024-06/23/2024	32 hours (T, W, Th, F)		
06/24/2024-07/07/2024	06/24/2024-06/30/2024	40 hours (MF)		
	07/01/2024-07/07/2024	32 hours (M, T, W, F)		
07/08/2024-07/21/2024	07/08/2024-07/14/2024	40 hours (M-F)		
	07/15/2024 – 07/21/2024	40 hours (M-F)		
07/22/2024-08/04/2024	07/22/2024-07/28/2024	40 hours (M-F)		
	07/29/2024-08/04/2024	40 hours (M-F)		
08/05/2024-08/18/2024	08/05/2024-08/11/2024	40 hours (M-F)		
	08/12/2024-08/18/2024	0 hours (M-F)		

Total:

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### Description of work:

### GUIDELINES & CRITERIA

Hours & Earnings Guideline	FISCAL	ACADEMIC
Authorized Hours Per Year	176	456
NIH Salary Cap	N/A	456 with hourly rate of \$121.66 without departmental match
NSF 2/9 of Academic Annual Salary	N/A	310 of the 456 (456 with NSF approved budget)
Authorized Earnings Per Year	1/12 of annualized salary	1/3 of annualized salary
Supp Comp Hourly Rate Formula	Annualized salary / 2080	Annualized salary * .000731
Maximum Hours Per Pay Period	N/A	N/A

- Foreign Nationals: Immigration status may affect supplemental compensation eligibility. Direct visa related questions and requests to the [International Faculty & Scholars](mailto:uaifs@arizona.edu) office at [uaifs@arizona.edu](mailto:uaifs@arizona.edu).
- Submit all Supplemental Compensation requests in UAccess Employee, Manager Self-Service.
- If you have questions, please contact [Workforce Systems](#) at [workforcesystems@arizona.edu](mailto:workforcesystems@arizona.edu).

**NOTE:** Faculty salaries paid on federal award must be in compliance with federal regulations. OMB Uniform Guidance (2 CFR 200) doesn't normally allow supplemental compensation during the academic or fiscal appointments. Exceptions must be specifically provided for in the agreement or approved in writing by the sponsoring agency. Please contact [Sponsored Projects Services](#) at [sponsor@email.arizona.edu](mailto:sponsor@email.arizona.edu) for questions regarding payments on federal awards.