

SPLS 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 – *Erin Korte*) no later than **Friday, May 7, 2021**, to ensure timely processing and prompt payment.

Name:

Employee ID #:

Title (check one): Assistant 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) <u>and</u> # of Hours
5/30/2021	May 17 – May 30	40	
6/1/2021	May 31 – June 13 (Mon. May 31 st - Memorial Day/unpaid)	72	
6/27/2021	June 14 – June 27	80	
7/11/2021	June 28 – July 11 (Monday 7/5 – Independence Day/unpaid)	72	
7/25/2021	July 12 – 25	80	
8/08/2021	July 26 – August 8	80	
08/22/2021	August 9 – August 22	40	

Total number of summer compensation hours: out of 464 MAX hours (The max number of hours per pay period may vary depending on account approval.)

*** Spring 2021 payroll semester ends 5/23/2021 -> SUMMER supplemental compensation BEGINS on Monday, 5/24/2021.
 *** Fall 2021 payroll semester begins 8/16/2021-> SUMMER supplemental compensation ENDS on Sunday, 8/15/2021.

Time Approver PCN# (required!) Principal Investigator Signature Date

Student summer compensation may be reported between May 24, 2021 and August 15, 2021. **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 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 from UA Payroll. 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 Erin Korte at erinkorte@email.arizona.edu

All Funding Must Be Approved in Advance!