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 – *Lizeth Enriquez*) no later than ***Friday, April 29, 2022***, 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) and # of Hours
5/29/2022	May 16 – May 22	40	
06/12/2022	May 30 – June 12 (Mon. May 30th Memorial Day/unpaid)	72	
6/26/2022	June 13 – June 26	80	
7/10/2022	June 27 – July 10 (Monday 7/4 – Independence Day/ unpaid)	72	
7/24/2022	July 11 – 24	80	
8/07/2022	July 25 – August 7	80	
08/21/2022	August 8 – August 21	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 2022 *payroll* semester ends 5/15/2022 -> SUMMER supplemental compensation BEGINS on Monday, 5/16/2022. *** Fall 2022 *payroll* semester begins 8/15/2022-> SUMMER supplemental compensation ENDS on Sunday, 8/21/2022.

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

Student summer compensation may be reported between May 23, 2022 and August 15, 2022. 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 Lizeth Enriquez at lizenriquez@email.arizona.edu

All Funding Must Be Approved in Advance!