# 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 **the completed** form to the HR representative (Forbes 303D or email – *Lizeth Enriquez*) no later than ***Friday, May 5, 2023***, 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 |
|---|---|---|---|
| 5/28/2023 | May 22 – May 28 | 40 | |
| 6/11/2023 | May 29 – June 11 (Monday 5/29 Memorial day not paid) | 72 | |
| 6/25/2023 | June 12 – 25 | 72 | |
| 7/09/2023 | June 26 – July 9 (Tuesday 7/4 – Independence Day/ unpaid) | 72 | |
| 7/23/2023 | July 10-23 | 80 | |
| 8/06/2023 | July 24 – August 6 | 80 | |
| 08/20/2023 | August 7 – August 20 | 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 2023 *payroll* semester ends 5/21/2023 -> SUMMER supplemental compensation BEGINS on Monday, 5/22/2023.
*** Fall 2023 *payroll* semester begins 8/21/2023-> SUMMER supplemental compensation ENDS on Sunday, 8/13/2023.

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

Student summer compensation may be reported between May 22, 2023 and August 13, 2023. 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.* **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 lizenriquez@arizona.edu

**All Funding Must Be Approved in Advance!**