

## Request for Summer Research Pay or Service/Non-Teaching Activity Pay

Return completed original form to:  
Office of the Associate Dean for Administration 308  
Graduate Education Building  
479-575-3596

Employee Name	Workday ID	CC/ Unit
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### Payment Amount

Maximum amount allowable

Specific Amount \$

Note: Payments per month cannot exceed that which is earned in any month of the previous academic year (i.e. gross monthly amount based on 9-month salary). **\*\*Please do not include fringes in the amount to be paid.\*\***

### Source of Payment

*If multiple worktags are listed, please specify worktags to pay out of per month/date range. If split, please indicate amounts or % from each.*

Worktag	Worktag Name	Month of Pay/Date range	\$ or %
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Please describe activity being submitted for payment.

Requester Signature Date

Department Head Acknowledgment Date

### PLEASE NOTE:

12-month appointed employees cannot receive summer research pay. Additional payments beyond salary limits must be paid via extra compensation. Extra compensation requests on grants must be accompanied with email approval from RSSP (Research Support and Sponsored programs).

**Incomplete forms will be returned for completion, which could lead to delay in payments.**