

Request for Summer Research Pay or Other Non-Teaching Activity Pay

Return completed original form to:
Office of the Assistant Dean for Administration
306 Graduate Education Building
575-3620

Employee Name	Workday ID	BU
---------------	------------	----

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's are listed, please specify worktag's 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 %
---------	--------------	-------------------------	---------

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).

Requester Signature	Date
---------------------	------

Department Head Approval	Date
--------------------------	------

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