

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

Office of the Associate Dean for Administration
308 Graduate Education Building
479-575-3596

Name: _____ Workday _____
Employee ID: _____ Department: _____

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. Payments per month cannot exceed your monthly 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.**

Worktag	Worktag Name	Payment Date Range	\$ or %

☐ Research/grant and/or ☐ Non-research Total Amount \$ _____

Please describe non-research activity being submitted for summer payment.

Requester Signature

Date

Department Head Acknowledgment

Date

The department head acknowledges that the faculty member can be paid to participate in the identified summer work.

PLEASE NOTE:

9-month appointed employees can earn up to 33.33% of their 9-month salary (See APS 1405.18) for summer teaching and non-teaching activities (e.g., grant summer pay, open educational resource development, Global Campus course development, summer service, etc.). 9-month-appointed employees are ineligible to receive extra compensation during the summer.

12-month appointed employees cannot receive summer pay (See APS 1405.18). Additional payments beyond salary limits must be paid via extra compensation. Extra compensation requests on grants must be accompanied by email approval from OSP (Office of Sponsored Programs). Prior approval of extra compensation is required before work begins.

Overpayment of summer pay and/or extra compensation can result in repayment to the University.

Incomplete forms will be returned for completion, which could lead to payment delays.