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 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	\$
Requester Signature		Date	

Date

Department Head Acknowledgment

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 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. 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).

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.