

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 _____

Payment Amount

Maximum amount allowable OR 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 %

Please describe activity being submitted for 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 (Faculty can earn up to 33.33% of their 9-month salary for teaching and non-teaching activities).

PLEASE NOTE:

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 with 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 delay in payments.