

GRADUATE SUMMER COMPENSATION FORM

Spring RAs and TAs, if you anticipate working in a Research Group at OSC this summer, complete the following information. The signature of the Principal Investigator (your advisor in most cases) **is required prior to submission**. **Also required** - the 'Time Approver' (your advisor in most cases) PCN#. If s/he does not know their PCN#, this information can be obtained from the Accounting Office (Room 641). The completed Graduate Summer Compensation form must be submitted to Mark Rodriguez in Academic Programs Room 412 by **Friday, April 26, 2019** to ensure timely processing and payment.

NOTE: Until summer hiring is complete and funding approved, a student is not authorized to work and the Principal Investigator may not assign project responsibilities. Retroactive hire/pay is not supported.

Please type or print clearly

Student Name: _____

Employee ID # (student ID): _____

Title: _____ Assistant _____ Associate (check one)

Registered Units:

Summer 2019: _____

Fall 2019 (required): _____

Provide a detailed description of Summer Research (required): _____

SUMMER RESEARCH

Pay Period End Date	Pay Period (start/end) Dates	Max # Hours Available	Account #(s) and # of Hours	Accounting Office Use Student's PCN#: _____
06/02/2019	May 20 – June 2 (Mon. 5/27 – Memorial Day/unpaid)	72		End Date: _____
06/16/2019	June 3 – 16	80		End Date: _____
06/30/2019	June 17 – June 30	80		End Date: _____
07/14/2019	July 1 – 14 (Thurs. 7/4 – Independence Day/unpaid)	72		End Date: _____
07/28/2019	July 15 – 28	80		End Date: _____
08/11/2019	July 29 – August 11	80		End Date: _____

Total number of summer compensation hours: _____ out of 464 MAX hours. (The max number of hours per pay period may vary depending on account approval.)

*** Spring 2019 payroll semester ends 5/19/2019 → SUMMER supplemental compensation BEGINS on Monday, 5/20/2019.

*** Fall 2019 payroll semester begins 8/19/2019 → SUMMER supplemental compensation ENDS on Sunday, 8/11/2019.

Time Approver PCN# (required!)

Principal Investigator Signature

Date

Student summer compensation may be reported between May 20, 2019 and August 11, 2019. **IMPORTANT: It is YOUR responsibility to manually report your hours EACH pay period!** You do this by using your NET ID and password to login to your summer supplemental compensation timesheet at www.UAccess.Arizona.edu Employee Self Service (center of page). After logging in, the timesheet can be found under *Self Service > Time Reporting > Report Time > Timesheet*. Enter the number hours you work each day and select "Supp Comp" as the Time Reporting Code. Remember to then click "Save and Submit" to forward timesheet to your **Time Approver**. The Time Approver must electronically approve once you've submitted your timesheet.

When to submit your bi-weekly timesheet? An email reminder will be sent to you a few days in advance. FAILURE TO SUBMIT YOUR BI-WEEKLY TIMESHEET BY DEADLINE WILL RESULT IN A DELAY IN PAY!

Summer wages are not authorized for holidays or vacations. If you have questions, please contact Mark Rodriguez in Academic Programs (Rm. 412), mrod@optics.arizona.edu or (520) 626-0888.

ACCOUNTING Approval

Date