

## 2023 GRADUATE SUPPLEMENTAL COMPENSATION FORM

Spring semester GA's (RA/TA) who have been approved to work in a Research Group at OSC during summer should complete the this hiring form. The electronic signatures of the student and Principal Investigator (your advisor in most cases) are required prior to submission. The completed Graduate Summer Compensation form should be submitted to via email [grad-funding@optics.arizona.edu](mailto:grad-funding@optics.arizona.edu) by Friday, April 29, 2023 to ensure timely processing and payment.

**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.**

	Registered Units: Fall 2023 (must be enrolled in at least 6 units when submitting form)
Student Full Name (Last, First, Middle Initial)	
	<input type="checkbox"/> Assistant (\$25.00 / hr) <input type="checkbox"/> Associate (\$27.52 / hr) Graduate Title (check one)     (PhD who passed comp. exam)
Employee ID # (Student ID)	
Student Signature	Date

Provide a detailed description of Summer Research (required)

In the table below please enter the number of hours the students is approved to work during each pay period listed below, and the funding account. Graduate students may work full time in the summer, up to 40 hrs/week, except for unpaid holidays.

Find more information and details on the Graduate Student Appointments Page at: <https://bit.ly/3uGp7wo>

### SUMMER RESEARCH PAY SCHEDULE (to be completed by supervisor)

Pay Period (Start/End) Dates	Max # Hours Available	Account #(s) and # of Hours (Completed by PI)
May 22 - May 28	40	
May 29 - June 11 (5/29 Memorial Day - Unpaid)	72	
June 12 - June 25 (6/19 - Juneteenth - Unpaid)	72	
June 26 - July 9 (7/4 Indep. Day - Unpaid)	72	
July 10 - July 23	80	
July 24 - August 6	80	
August 7 - August 13	40	

Total number of summer compensation hours:  out of 456 MAX hours. (The max number of hours per pay period may vary depending on account approval.)

\*\*\* Spring 2023 payroll semester ends 5/21/2023 -> SUMMER supplemental compensation BEGINS on Monday, 5/22/2023.

\*\*\* Fall 2023 payroll semester begins 8/14/2023

Principal Investigator Signature	Date

### To be completed by Accounting and Academic Programs

PI Time Approver PCN #	Student's PCN #
Accounting Approval	Date

