

2024 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 by Friday, April 26, 2024 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.

<input style="width: 95%; height: 25px;" type="text"/> Student Full Name (Last, First, Middle Initial)	Registered Units: Fall 2024 (must be enrolled in at least 6 units when submitting form) <input style="width: 80px; height: 25px; float: right;" type="text"/>	
<input style="width: 40%; height: 25px;" type="text"/> Employee ID # (Student ID)	<input type="checkbox"/> Assistant (\$27.18 / hr)	<input type="checkbox"/> Associate (\$29.93 / hr) (PhD who passed comp. exam)
<input style="width: 65%; height: 25px;" type="text"/> Student Signature	<input style="width: 25%; height: 25px;" type="text"/> 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 20 - May 26	40	
May 27 - June 9 (5/27 Memorial Day - Unpaid)	72	
June 10 - June 23 (6/19 - Juneteenth - Unpaid)	72	
June 24 - July 7 (7/4 Indep. Day - Unpaid)	72	
July 8 - July 21	80	
July 22 - August 4	80	
August 5 - August 11	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 2024 payroll semester ends 5/19/2024 -> SUMMER supplemental compensation BEGINS on Monday, 5/20/2024.

*** Fall 2024 payroll semester begins 8/12/2024

<input style="width: 95%; height: 25px;" type="text"/> Principal Investigator Signature	<input style="width: 95%; height: 25px;" type="text"/> Date
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To be completed by Accounting and Academic Programs

<input style="width: 95%; height: 25px;" type="text"/> PI Time Approver PCN #	<input style="width: 95%; height: 25px;" type="text"/> Student's PCN #
<input style="width: 65%; height: 25px;" type="text"/> Accounting Approval	<input style="width: 25%; height: 25px;" type="text"/> Date