

2021 GRADUATE SUMMER 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 Mark Rodriguez via email (mrod@optics.arizona.edu) by Friday, April 30, 2021 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.

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| | Registered Units: Fall 2021 (required) *must be at least 6 units | |
| Student Full Name (Last, First, Middle Initial) | <input type="checkbox"/> Assistant (\$21.723 / hr) | <input type="checkbox"/> Associate (\$23.918 / hr) (PhD who passed comp. exam) |
| Employee ID # (Student ID) | Graduate Title (check one) | |
| | | |
| Student Signature | Date | |
| Provide a detailed description of Summer Research (required) | | |
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SUMMER RESEARCH PAY SCHEDULE (to be completed by supervisor)

| Pay Period End Date | Pay Period (Start/End) Dates | Max # Hours Available | Account #(s) and # of Hours (Completed by PI) | Accounting Office Use Student's PCN # |
|---------------------|--|-----------------------|---|---------------------------------------|
| 5/30/2021 | May 24 - May 30 | 40 | | End Date: |
| 6/13/2021 | May 31 - June 13 (5/31 -Memorial Day / unpaid) | 72 | | End Date: |
| 6/27/2021 | June 14 - June 27 | 80 | | End Date: |
| 7/11/2021 | June 28 - July 11 (7/5- Indep. Day Ackn./unpaid) | 72 | | End Date: |
| 7/25/2021 | July 12 - July 25 | 80 | | End Date: |
| 8/08/2021 | July 26 - August 8 | 80 | | End Date: |
| 8/15/2021 | August 9 - August 15 | 40 | | 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 2021 payroll semester ends 5/23/2021 -> SUMMER supplemental compensation BEGINS on Monday, 5/24/2021.

*** Fall 2021 payroll semester begins 8/16/2021 -> SUMMER supplemental compensation ENDS on Sunday, 8/15/2021.

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|------------------------------------|----------------------------------|------|
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| PI Time Approver PCN # (required!) | Principal Investigator Signature | Date |

Student summer compensation may be reported between May 24, 2021 and August 15, 2021. It is the student employee's responsibility to manually report hours each pay period via Uaccess Employee (www.UAccess.Arizona.edu). After logging in, the timesheet can be found under Time > Enter Time> Report Time. Enter the number hours worked each day and select "Grad Supp Comp (GSC)" as the Time Reporting Code. When submitted, the Time Approver must electronically approve the timesheet. Timesheets not submitted and approved by the time-reporting **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, mrod@optics.arizona.edu or (520) 626-0888

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| Accounting Approval | Date |

