

UNM ID: _____

Date Prepared: _____

Name: _____
Last, First

Dept. Contact: _____

Dept: _____

Contact Phone: _____

Org Code: _____

Position Number: _____

Description of Work to be Performed:

	Base Salary*	Academic Year	Monthly Rate (Base Salary/9 mos)
Rate 1		2016/2017	
Rate 2		2017/2018	

*Base salary is total salary given on the academic year contract, including Special Administrative Components, that was approved at the time the summer research payment was approved. Revisions to the academic year contract will not result in revisions to summer research payments.

I request approval for the following summer research. I certify that this work is in accordance with the summer research procedure and is allowable by the grant/contract account indicated below. I have completed or will complete the work as indicated and understand that payment will be made after the period of work indicated below. I further certify that I have declared to the appropriate department administrators all other summer compensation I may be receiving for [research/instruction and/or administrative work], and that my total summer compensation from all sources will not exceed any policy limits on summer

Maximum Allowable Payment Schedule		
May	0.591 Rate 1	
June	Rate 1	
July	Rate 2	
August	0.409 Rate 2	
Total for 2016 Summer Research Period		

Employee Signature

Date

Requested Summer Research Payments

Period of Work	Payment Amount	FCSO Only Payroll ID/Date Processed	Payroll Only Date Paid
May 2017			
June 2017			
July 2017			
August 2017			

Labor Distribution

Index	Restricted?	Percentage	Pay Period Start Date	Pay Period End Date	Index	Restricted?	Percentage	Pay Period Start Date	Pay Period End Date

Department Chair

Date

(Not required if submitted via EPAF)

Authorized Signature for Index

Date

Dean

Date

(Not required if submitted via EPAF)

Financial Services (Restricted Only)

Date

(Not required if submitted via EPAF)