

Summer/Research Quarter Salary Pay Request

Purpose	<p>The Summer/Research Quarter Salary pay request form is used to request summer research wages for faculty. Summer/Research Quarter Salary may represent up to 2.5/9 of the faculty member's annual salary, and is paid out when the effort is performed. A full 3/9 of the faculty member's annual salary may only be paid out if not from a sponsored account or if certified by the faculty, chair/division chief, dean, and VPR.</p> <p>Summer/Research Quarter Salary is calculated in HRIS as flat amounts. Therefore, for any change in the monthly salary an additional sequence number and line must be noted.</p>
Description of the form	<p>The Summer/Research Quarter Salary pay request form captures the information needed for entry into the Human Resource Information System (HRIS).</p> <p>Payments for Summer/Research Quarter Salary will be charged to the NU Financials chart strings designated on the Summer/Research Quarter Salary pay request form.</p> <p>The headings at each section of the form refer to the screens in HRIS into which the information will be entered.</p>
Name	<p>The first section identifies the employee whose record is to be updated. The University identification number is the primary identifier.</p> <p>New - this box should be checked if this is a new Summer/Research Quarter Salary request made to this employee for the calendar year.</p> <p>Add seq – this box should be checked if this is pay is in addition to what has already been requested on another request form.</p> <p>Change funding - this box should be checked if a change only to the funding is being made to the original Summer/Research Quarter Salary form submitted for the calendar year. When making a change to the original information submitted, please make it clear on the form the information that is being changed.</p> <p>Change amount - this box should be checked if a change to an amount already submitted on the original Summer/Research Quarter Salary form submitted for the calendar year. When making a change to the original information submitted, please make it clear on the form the information that is being changed.</p> <p>Name - Enter last name and first name</p> <p>Empl ID - Enter HRIS Employee ID number</p> <p>HRIS Dept# - Enter the HRIS department number</p> <p>Department Name – Enter the department name</p>

Summer/Research Quarter Salary Pay Request

Pay Detail

Annual Salary	Enter the employee's annual salary upon which the Summer/Research Quarter Salary will be calculated.
Sequence #	Sequence number identifies changes in the flat salary amount being charged to the employee. For every change in the salary a new sequence number and line must be used.
Effective Date	<p>Enter the beginning date of the pay period in which the Summer/Research Quarter Salary should begin. If the faculty member is being paid from 6/16-6/30/XX the effective date of the first payment is 6/16/XX. The system does not prorate pay, based on the effective date and earnings end date.</p> <p>If you are paying out a different amount each month or 2 different amounts within the same month, a new line and sequence number must be used to identify different rates and effective dates.</p> <p>For example, if you are paying out \$500 6/16-6/30/XX and \$1000 for 7/1-8/31/XX, 2 lines must be used for entry.</p>
End Date	<p>Enter the last day Summer/Research Quarter Salary is to be paid. For example, if the person's is to receive \$500 for 6/16-6/30/XX, the date to be entered is 6/30/XX.</p> <p>The system does not prorate payments based on the end date. However, the system will continue to make payment through the earnings end date or until the goal amount is paid.</p>
Flat Amount	Enter the flat amount that should be paid to the employee for the period designated by effective date and the earnings end date.
Goal Amount	<p>Enter the dollar amount that should be paid during the period designated by the effective date and the end date. For example: If the faculty member is to be paid \$500 from 6/16-6/30/XX, enter \$500 as the goal amount.</p> <p>Goal amounts are required for each sequence line. For example, in addition to the \$500 to be paid on June 30th, the faculty member is to receive \$1000 in July, \$1000 in August and \$500</p>

Summer/Research Quarter Salary Pay Request

in September, the goal amount for Sequence 1 is \$500 and the goal amount for Sequence 2 - from 7/1-9/15/XX should be \$2500. The system will pay out \$500 for June based on the monthly flat amount of \$500 and the goal amount of \$500. Then the system will pay \$1000 for July, \$1000 for August and then reach the limit of \$500 for September.

Pay Distribution

Sequence #	Enter the sequence number to match the earnings at the top of the form.
Percent	Enter the percent to be charged to the NU Financials chart string for each NU Financials chart string entered. The total percent for all NU Financials chart strings entered must equal 100.
NU Financials chart string(s)	Enter the NU Financials chart string(s) to be charged for the payment(s).
Account	Enter the account of the NU Financials chart string in the account box. Summer/Research Quarter Salary usually uses the 60020 account.
Pay Period Start Date	Enter the first day (MM/DD/YY) of the month in which the payment is being made.
Pay Period Stop Date	Enter the last day (MM/DD/YY) of the month in which the payment is being made.

Approval(s)

The individual preparing the form must print or type his or her name, date the form, and indicate his or her telephone number.

The person who has been authorized to sign the form must sign the form. The authorized signer must have a Signature Card on file in Human Resources. This card is signed by the authorized signer's supervisor, authorizing him or her to sign the forms specified on the Signature Card. ASRSP must also approve all payments made from sponsored projects. Forms are not considered submitted until all approvals have been received.

Routing

Send the Summer/Research Quarter Salary pay request form to:

Payroll Division
Office of Human Resources
720 University Place
Evanston Campus 1145

Payroll Division
Office of Human Resources
710 N Lake Shore Drive #850
Chicago Campus

The forms must be submitted according to the scheduled cut off dates designated for the monthly payroll.