Processing Summer Salary Forms Through Other Schools

Preparation, Signature and Routing Instructions

SITUATION: Faculty member who is charging chartstrings managed by a different school. For example, a McCormick faculty member is charging a Feinberg chartstring.

Signature Requirements for Payroll:

a. Faculty member’s home department designated signatory

b. Faculty member receiving summer salary (if required by Dean’s office)

c. Outside Department(s)/Center(s) owning chartstring

d. Approval by VPR’s office if the summer salary form is for a University Research Center (OR) Director/Co-Director

e. Faculty member’s home school/Dean’s office

f. ASRSP

Routing:

a. Faculty member’s home department or University Research Center prepares form, signs as “Authorized department/Center BA signature”.

b. Home department receives faculty member’s signature/email approval (if required by Dean's office).

c. Home department scans form to outside department(s)/center(s) for signature.

d. Outside department(s)/center(s) sign form and scan back to home department. It is discouraged but acceptable to submit multiple versions of the same form with separate signatures.

e. Home department sends form to home Dean’s office for school signature. All required departmental signatures must be included in order for Dean’s office to review.

f. Home Deans’ office routes form to Office for Research for approval if faculty member is a Center Director/Co-Director. Once approved, form is returned to Home Deans’ office.

g. Home Dean’s office signs form, sends to corresponding ASRSP via mail or in person delivery. For example, Evanston Campus Dean’s offices will always send forms to Evanston Campus ASRSP.

h. Evanston and Chicago ASRSP offices communicate on signatures required from their offices and send to Payroll. Please note that ASRSP requests at least 5 business days to review and approve forms before the Payroll deadline.