NORTHWESTERN UNIVERSITY

Summer Salary Request Form-2020

Name: Example #1
Last, First, M.I.

Employee ID: 1234567

Academic Base Salary: 147,252.60

Home HR Dept #: 999900

Home Dept Name: Human Resources

Annual Salary from only 9 Month Appointments: 147,252.60
(used to calculate summer salary)

- [x] **Initial Request** — The first Summer 2020 request for this employee.
- [ ] **Change Funding** — Change the funding for a previously submitted payment.
- [ ] **Add'l Request (+)** — Add payment for an *additional month* to this employee.
- [ ] **Change Amount** — Change the amount for a previously submitted payment.

Payment Amounts

	Effective Date	End Date	Flat Amount	*Payroll Only*
JUNE KELLOGG/MEDILL	6/1/20	6/30/20		
JUNE	6/16/20	6/30/20	8,180.70	
JULY	7/1/20	7/31/20	16,361.40	
AUGUST	8/1/20	8/31/20	16,361.40	
SEPTEMBER	9/1/20	9/15/20		
			40,903.50	

If over 2.5 months' salary is being requested and is grant funded, a completed pre-certification form signed by faculty, chair/division chief, dean and VPR must be attached.

Grand Total

Approvals

Shayna Thomason	5/1/20	1-2958
TYPE Name of Person Completing Form	Date	Phone
Faculty Signature (if required)	Date	Phone
Authorized Dept/Center BA Signature	Date	Phone
Add'l Dept/Center BA Signature (if required)	Date	Phone
Authorized Home School Signature (not needed if School Approver submits online)	Date	Phone
OR Signature *(for OR Ctr Director/Co-Dir)*	Date	Phone

Payment Funding

Chartstring must be open for form to be considered complete. Form will be considered late if chartstring is not open by cut-off date.
These percentages will not directly relate to effort if faculty has multiple paid appointments with different contract periods.

NIH	NSF	Fund	Financial Dept	Project	Activity	Chartfield1	Account	Percent	Pay Period Start Date	Pay Period End Date
		610	9900000	69912345	01		60020	57.0000	6/1/2020	8/31/2020
		610	9900000	69922332	01		60020	43.0000	6/1/2020	8/31/2020

COMMENTS: New payment request for June, July and August with the same funding distribution for each payment.

Send this completed/signed form to HR Operations online. The submitter confirms that all information is complete and accurate and appropriate signatures have been received and validated.
www.northwestern.edu/myhr/forms/summer-salary.html.

NORTHWESTERN UNIVERSITY

Summer Salary Request Form-2020

Name: Example #2
Last, First, M.I.

Employee ID: 1234567

Academic Base Salary: 147,252.60

Home HR Dept #: 999900

Home Dept Name: Human Resources

Annual Salary from only 9 Month Appointments: 147,252.60
(used to calculate summer salary)

☐ Initial Request
The first Summer 2020 request for this employee.

☐ Change Funding
Change the funding for a previously submitted payment.

☑ Add'l Request (+)
Add payment for an *additional month* to this employee.

☐ Change Amount
Change the amount for a previously submitted payment.

Payment Amounts

	Effective Date	End Date	Flat Amount	*Payroll Only*
JUNE KELLOGG/MEDILL	6/1/20	6/30/20		
JUNE	6/16/20	6/30/20		
JULY	7/1/20	7/31/20		
AUGUST	8/1/20	8/31/20		
SEPTEMBER	9/1/20	9/15/20	8,180.70	

If over 2.5 months' salary is being requested and is grant funded, a completed pre-certification form signed by faculty, chair/division chief, dean and VPR must be attached.

8,180.70
Grand Total

Approvals

Shayna Thomason	6/1/20	1-2958
TYPE Name of Person Completing Form	Date	Phone
Faculty Signature (if required)	Date	Phone
Authorized Dept/Center BA Signature	Date	Phone
Add'l Dept/Center BA Signature (if required)	Date	Phone
Authorized Home School Signature (not needed if School Approver submits online)	Date	Phone
OR Signature *(for OR Ctr Director/Co-Dir)*	Date	Phone

Payment Funding

Chartstring must be open for form to be considered complete. Form will be considered late if chartstring is not open by cut-off date.
These percentages will not directly relate to effort if faculty has multiple paid appointments with different contract periods.

NIH	NSF	Fund	Financial Dept	Project	Activity	Chartfield1	Account	Percent	Pay Period Start Date	Pay Period End Date
		110	9900000				60020	100.0000	9/1/2020	9/30/2020

COMMENTS: Adding September's half-month payment to Example #1. A copy of the initial request must be included.

Send this completed/signed form to HR Operations online. The submitter confirms that all information is complete and accurate and appropriate signatures have been received and validated.
www.northwestern.edu/myhr/forms/summer-salary.html.

NORTHWESTERN UNIVERSITY

Summer Salary Request Form-2020

Name: Example #3
Last, First, M.I.

Employee ID: 1234567

Academic Base Salary: 167,365.80

Home HR Dept #: 999900

Home Dept Name: Human Resources

Annual Salary from only 9 Month Appointments: 167,365.80
(used to calculate summer salary)

- [x] **Initial Request** — The first Summer 2020 request for this employee.
- [ ] **Change Funding** — Change the funding for a previously submitted payment.
- [ ] **Add'l Request (+)** — Add payment for an *additional month* to this employee.
- [ ] **Change Amount** — Change the amount for a previously submitted payment.

Payment Amounts

	Effective Date	End Date	Flat Amount	*Payroll Only*
JUNE KELLOGG/MEDILL	6/1/20	6/30/20		
JUNE	6/16/20	6/30/20	9,298.10	
JULY	7/1/20	7/31/20	18,596.20	
AUGUST	8/1/20	8/31/20	18,596.20	
SEPTEMBER	9/1/20	9/15/20		
			46,490.50	

If over 2.5 months' salary is being requested and is grant funded, a completed pre-certification form signed by faculty, chair/division chief, dean and VPR must be attached.

Grand Total

Approvals

Shayna Thomason	5/1/20	1-2958
TYPE Name of Person Completing Form	Date	Phone
Faculty Signature (if required)	Date	Phone
Authorized Dept/Center BA Signature	Date	Phone
Add'l Dept/Center BA Signature (if required)	Date	Phone
Authorized Home School Signature (not needed if School Approver submits online)	Date	Phone
OR Signature *(for OR Ctr Director/Co-Dir)*	Date	Phone

Payment Funding

Chartstring must be open for form to be considered complete. Form will be considered late if chartstring is not open by cut-off date.
These percentages will not directly relate to effort if faculty has multiple paid appointments with different contract periods.

NIH	NSF	Fund	Financial Dept	Project	Activity	Chartfield1	Account	Percent	Pay Period Start Date	Pay Period End Date
		610	9900000	69912345	01		60020	57.0000	6/1/2020	6/30/2020
		610	9900000	61122332	01		60020	43.0000	6/1/2020	6/30/2020
		610	9900000	69912345	01		60020	63.3000	7/1/2020	7/31/2020
		610	9900000	61122332	01		60020	36.7000	7/1/2020	7/31/2020
		610	9900000	69900400	01		60020	100.0000	8/1/2020	8/31/2020

COMMENTS: New payment request for June, July and August with different funding distribution for each month.

Send this completed/signed form to HR Operations online. The submitter confirms that all information is complete and accurate and appropriate signatures have been received and validated.
www.northwestern.edu/myhr/forms/summer-salary.html.

NORTHWESTERN UNIVERSITY

Summer Salary Request Form-2020

Name: Example #4
Last, First, M.I.

Employee ID: 1234567

Academic Base Salary: 167,365.80

Home HR Dept #: 999900

Home Dept Name: Human Resources

Annual Salary from only 9 Month Appointments: 167,365.80
(used to calculate summer salary)

- [ ] Initial Request — The first Summer 2020 request for this employee.
- [x] Change Funding — Change the funding for a previously submitted payment.
- [ ] Add'l Request (+) — Add payment for an *additional month* to this employee.
- [ ] Change Amount — Change the amount for a previously submitted payment.

Payment Amounts

	Effective Date	End Date	Flat Amount	*Payroll Only*
JUNE KELLOGG/MEDILL	6/1/20	6/30/20		
JUNE	6/16/20	6/30/20		
JULY	7/1/20	7/31/20		
AUGUST	8/1/20	8/31/20		
SEPTEMBER	9/1/20	9/15/20		

If over 2.5 months' salary is being requested and is grant funded, a completed pre-certification form signed by faculty, chair/division chief, dean and VPR must be attached.

0.00 **Grand Total**

Approvals

	Date	Phone
Shayna Thomason — TYPE Name of Person Completing Form	6/1/20	1-2958
Faculty Signature (if required)		
Authorized Dept/Center BA Signature		
Add'l Dept/Center BA Signature (if required)		
Authorized Home School Signature (not needed if School Approver submits online)		
OR Signature *(for OR Ctr Director/Co-Dir)*		

Payment Funding

Chartstring must be open for form to be considered complete. Form will be considered late if chartstring is not open by cut-off date.
These percentages will not directly relate to effort if faculty has multiple paid appointments with different contract periods.

NIH	NSF	Fund	Financial Dept	Project	Activity	Chartfield1	Account	Percent	Pay Period Start Date	Pay Period End Date
		610	9900000	69900400	01		60020	92.4452	8/1/2020	8/31/2020
		610	9900000	64400123	01		60020	7.5548	8/1/2020	8/31/2020

COMMENTS: Changing the funding distribution from Example #3. A copy of the initial request must be attached, with a line through August funding.

Send this completed/signed form to HR Operations online. The submitter confirms that all information is complete and accurate and appropriate signatures have been received and validated.
www.northwestern.edu/myhr/forms/summer-salary.html.

NORTHWESTERN UNIVERSITY

Summer Salary Request Form-2020

Name: Example #5
Last, First, M.I.

Employee ID: 1234567

Academic Base Salary: 187,121.79

Home HR Dept #: 999900

Home Dept Name: Human Resources

Annual Salary from only 9 Month Appointments: 187,121.79
(used to calculate summer salary)

- [x] **Initial Request** — The first Summer 2020 request for this employee.
- [ ] **Change Funding** — Change the funding for a previously submitted payment.
- [ ] **Add'l Request (+)** — Add payment for an *additional month* to this employee.
- [ ] **Change Amount** — Change the amount for a previously submitted payment.

Payment Amounts

	Effective Date	End Date	Flat Amount	*Payroll Only*
JUNE KELLOGG/MEDILL	6/1/20	6/30/20		
JUNE	6/16/20	6/30/20	10,395.66	
JULY	7/1/20	7/31/20	20,791.31	
AUGUST	8/1/20	8/31/20	20,791.31	
SEPTEMBER	9/1/20	9/15/20	10,395.66	
			62,373.94	

If over 2.5 months' salary is being requested and is grant funded, a completed pre-certification form signed by faculty, chair/division chief, dean and VPR must be attached.

Grand Total

Approvals

	Date	Phone
Shayna Thomason — TYPE Name of Person Completing Form	5/1/20	1-2958
Faculty Signature (if required)		
Authorized Dept/Center BA Signature		
Add'l Dept/Center BA Signature (if required)		
Authorized Home School Signature (not needed if School Approver submits online)		
OR Signature *(for OR Ctr Director/Co-Dir)*		

Payment Funding

Chartstring must be open for form to be considered complete. Form will be considered late if chartstring is not open by cut-off date.
These percentages will not directly relate to effort if faculty has multiple paid appointments with different contract periods.

NIH	NSF	Fund	Financial Dept	Project	Activity	Chartfield1	Account	Percent	Pay Period Start Date	Pay Period End Date
✓		610	9900000	69958677	01		60020	79.0800	6/1/2020	8/31/2020
		110	9900000				60020	20.9200	6/1/2020	8/31/2020
		110	9900000				60020	100.0000	9/1/2020	9/30/2020

COMMENTS: New payment request with NIH funding utilizing the 2020 NIH cap of $16,441.67 ($197,300 per year).

Send this completed/signed form to HR Operations online. The submitter confirms that all information is complete and accurate and appropriate signatures have been received and validated.
www.northwestern.edu/myhr/forms/summer-salary.html.