



SAS - Faculty Summer Salary Authorization Form

To complete this form, click in each box and provide requested information. **For all state funded summer salary, back up documentation is required for processing.** Please refer to the Faculty Summer Salary Process for instructions on processing such appointments in the RIAS-HR/Payroll system.

Requestor Information and Decanal Endorsement:

Faculty Member's Name: Date:

Employee ID:
Salary:
AY or CY:

Department:
Department ID:

For the purpose of:

List Amount of Pay Below: (for Summer Salary, list by each month individually)

| Fund Source | Amount | % Effort | Period/Month (From-To) | Comments (for grants/contracts, indicate funding agency, i.e., NIH, NSF, etc.) |
|---------------|--------|----------|------------------------|--|
| | \$ | | | |
| | \$ | | | |
| | \$ | | | |
| | \$ | | | |
| | \$ | | | |
| TOTAL: | \$ | % | | |

Note: Faculty members receiving 3/9^{ths} or 1/11th of their salary are expected to forego vacation during the period coinciding with the work effort; they must affirm in writing that they are not taking any vacation during that time. Under no circumstances may academic or calendar year faculty receive summer compensation exceeding 3/9^{ths} or 1/11th of their respective salary. Faculty members must sign on the line below that reflects their specific situation:

_____ This payment, together with any other summer salary payments I have requested for this summer, does not exceed 2/9^{ths} of my AY salary.

_____ This payment, along with any other summer salary payments I have requested for this summer, exceeds 2/9^{ths} of my AY salary; thus, I will not be taking a vacation during this summer (vacation time is proportionate to the amount of salary beyond 2/9^{ths} you are requesting).

_____ I am on a CY appointment and thus will not be taking a vacation during this summer (vacation time is proportionate to the amount of 1/11th salary you are requesting).

Provide Any Additional Comments Below:

Dean/Director Signature _____ **/Date** _____

Type Dean/Director's Name here: