**SUMMER SUPPLEMENTAL PAY**

**Faculty**

1. In order to be paid a grant salary during summer semester, you MUST submit a Supplemental Pay Form and have it signed by your department head and the Grant Compliance Coordinator (GCC). This must be done BEFORE MAY 1 but no later than 10 days prior to the effective payroll period.

2. Please keep a copy of the signed Supplemental Pay Form.

3. It is your responsibility to check your grant and the matching account each month to make sure payroll is posting as you expect. If your payroll not posting correctly, please let the GCC know so that errors can be addressed immediately. Adding salary charges to a grant or the match after the fact is a red flag to auditors and to the federal agencies. Additionally, you will want to make sure your pay is posting correctly for your Time and Effort Reporting.

**ACADEMIC YEAR PAYROLL ALLOCATIONS**

**Faculty**

1. If you are authorized to use course release as matching for your grant during the academic year, you MUST submit a Payroll Allocation Change Form at least 30 days before the beginning of the semester but no later than 10 days prior to the effective payroll period. Payroll expenses for match must be tracked and documented in the same way as payroll expenses that are charged directly to the grant. The form must be signed by the department head and the GCC.

2. Please keep a copy of the signed Payroll Allocation Change Form.

3. It is your responsibility to check your grant and the matching account each month to make sure payroll is posting as you expect. If your payroll not posting correctly, please let the GCC know so that errors can be addressed immediately. Adding salary charges to a grant or the match after the fact is a red flag to auditors and to the federal agencies. Additionally, you will want to make sure your pay is posting correctly for your Time and Effort Reporting.

**STUDENT RESEARCHER PAY**

1. Student Researchers are University employees and must complete the hiring process through HR. Students are employees whether they are working during the academic year or full time in the summer. The form can be obtained by contacting HR.

2. You must submit a Student Employment Authorization for Hire or Change Form for each student at least 2 weeks prior to the student starting work.

3. It is your responsibility to check your grant and the matching account each month to make sure student payroll is posting as you expect. If the payroll not posting correctly, please let the GCC know so that errors can be addressed immediately. Adding salary charges to a grant or the match after the fact is a red flag to auditors and to the federal agencies.