

Summer Pay Request Form

UID: _____

Last Name: _____

First Name: _____

TEACHING ASSIGNMENT: (Teaching, please complete the course information below.)

Course #		Course #		Course #		Total
Section #		Section #		Section #		
Credit Hours		Credit Hours		Credit Hours		
Course Dates		Course Dates		Course Dates		N/A
Course Pay	\$	Course Pay	\$	Course Pay	\$	\$

Summer Pay Schedule

Job Code: 660000

Department: _____

Month	Summer Pay	Account #	Position #	Reports to Position #
May (5/16 to 5/31)	\$			
June (6/1 to 6/30)	\$			
July (7/1 to 7/31)	\$			
August (8/1 to 8/15)	\$			

NON-TEACHING ASSIGNMENT (Non-Teaching, please select what type of activity; grant, URG, or Other (please specify if other))

University Research Grant (URG)/Grant/Other Other, please specify: _____

Summer Pay Schedule

Job Code: 660001

Department: _____

Month	Summer Pay	Account #	Position #	Reports to Position #
May (5/16 to 5/31)	\$			
June (6/1 to 6/30)	\$			
July (7/1 to 7/31)	\$			
August (8/1 to 8/15)	\$			

This appointment is contingent upon (and can be revoked at any time during the appointment period based upon) University needs, including but not limited to: the best interest of the University or department; the allocation of departmental funds, program and/or departmental needs; and student enrollment and/or sufficient class enrollment. The monthly salary rate stated herein is subject to appropriation of funds annually by the General Assembly of the State of Illinois and the approval of the Governor. You will receive further notice only in the event that a term or condition of your appointment changes.

Employee: _____ **Date:** _____ **Print Name:** _____

Supervisor: _____ **Date:** _____ **Print Name:** _____

Dean/AVP/VP: _____ **Date:** _____ **Print Name:** _____

HR USE ONLY

Request Type: (New/Update)

Hire/Non Ben Elig	Rehire/Non Ben Elig	Pay Rate Chg/Adj	Dta Chg/Contract Extension
Dept: _____	Empl Class: _____	Dept: _____	Empl Class: _____
Job Cd: 660000	Job Cd: 660001	Job Cd: 660001	Job Cd: 660001
Posn: _____	Retro:(Y/N) _____	Posn: _____	Retro:(Y/N) _____

Month	Salary
May (5/16 to 5/31)	\$
June (6/1 to 6/30)	\$
July (7/1 to 7/31)	\$
August (8/1 to 8/15)	\$

ER # _____
SURS: _____

Month	Salary
May (5/16 to 5/31)	\$
June (6/1 to 6/30)	\$
July (7/1 to 7/31)	\$
August (8/1 to 8/15)	\$

ER # _____
SURS: _____

HR Signature: _____

Date: _____

Print Name: _____