SUMMER QUARTER 2017 FACULTY PAYROLL REQUEST

Please submit by May 1, 2017

Please identify below the week(s) you wish to be paid and the budget(s) to charge and indicate which pay period(s) you wish to be paid. If you wish to be paid for only 1 week of a normal 2-week pay period, show pay week dates (example: July 1-7 or July 8-15) in the Description field. *Please note that you receive your paycheck 10 days after the end of a pay period.*

Pay Amount: **Unless you indicate otherwise, you will receive your regular salary pay rate. If you expect to receive a different dollar amount (either as excess compensation or lump sum), show that in the Special Pay field & include reason for payment in the Description field.**

Approvals: **Please attach approvals when required from the PI (grants), Geography Chair (Geography budgets), or from other UW offices for external budgets, excess compensation, or special research stipends.**

Reminder: **If you will receive more than 2.5 months of pay, you need advance approval from HR and A&S Dean. Go to http://ap.washington.edu/ahr/policies/compensation/summer-notification/ for more information.**

Faculty Name: **Date Submitted:** **Dept. Chair Approval: _____ Date: _____**

	Budget Number	Budget Name(s)	June 16-30	July 1-15	July 16-31	Aug. 1-15	Aug. 16-31	Sept. 1-15	Special Pay Amount	Description
Examples	55-5555	Economic GIS Mapping	☑	☑	☐	☐	☐	☐		1 month salary
	77-7777	Ghana ARS	☑	☐	☑	☐	☑	☐	$1500	Simpson Ctr Fellowship pays June 16 – June 30 pay period
			☐	☐	☐	☐	☐	☐		
			☐	☐	☐	☐	☐	☐		
			☐	☐	☐	☐	☐	☐		
			☐	☐	☐	☐	☐	☐		
			☐	☐	☐	☐	☐	☐		
			☐	☐	☐	☐	☐	☐		