UNIVERSITY OF RICHMOND STUDENT SUMMER RESEARCH PAYMENT FORM

Student Full Name	UR ID	Department

Will this student live on-campus this summer?	Yes	No	
Will the student travel outside the US to perform any of this work?	Yes	No	
Will the student receive academic credit for this fellowship?	Yes	No	

Please enter index and amount of total summer salary to be charged to your grant in the space provided below.

INDEX		**ACCT**		**AMOUNT**		**GRANT TITLE**
INDEX		**ACCT**		**AMOUNT**		**GRANT TITLE**
INDEX		**ACCT**		**AMOUNT**		**GRANT TITLE**

Please enter total salary to be charged to your grant(s) in the Total Amount of Pay field.
Hourly rate is achieved as follows: Total Amount of Pay / Number of Weeks Working = Weekly Salary. Weekly Salary / Estimated Hours per week

TOTAL AMOUNT OF PAY		**STARTING WORK DATE**	
NUMBER OF WEEKS WORKING		**ENDING WORK DATE**	
HOURLY RATE		**ESTIMATED HOURS PER WEEK**	

Students paid from grant funds must enter their hours worked in Banner Web Time Entry (WTE). Hours worked must be submitted in WTE by the published deadlines. Students will receive an email reminder to submit hours to the Payroll Office. Please enter name of Web Time approver and proxy for this student. The approver and proxy must have first-hand knowledge of work being performed. Typically, the PI should be the approver and the proxy should be another faculty member, Post Doc, or Lab Manager. Admins cannot approve time.

Approver _____   **Proxy** _____

Principal Investigator Signature   **Date**

*Return the completed form via email to grants@richmond.edu, or click Submit Button. **Submit by April 16, 2021***