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# MEMORANDUM

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Office of the Controller

**To:** Principal Investigators

**From:** Tammy Hicks  
Director of Grants Accounting  
Ext 8752

**Subject:** Instructions for Summer 2017 Student & Staff Payment Forms

**Date:** March 13, 2017

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Federal regulations require effort certification for all personnel whose costs are charged to federally sponsored research grants. The use of web time entry or timecards will satisfy this obligation for staff and students

## **Staff vs. Students**

Please keep in mind that *students hired from other schools are considered staff* and will be paid on the staff payroll cycle and not the student payroll cycle. Please complete the staff summer payment form, rather than the student payment form, for these students. Also, all staff should be sent to the Human Resources Office instead of the Student Employment Office to fill out all pre-employment paperwork.

## **Instructions for Student Payment Form**

Please enter student name, UR ID, and department where research will be performed during the summer on the first line of the request form.

## **Students living on-campus**

If the student is living on-campus, please select Yes; if not, please select No. This information is for verification purposes only.

## **International Travel**

Please indicate if the student will travel outside the US to perform any work during the summer.

## **Index/Acct/Amount/Grant Information**

Please enter each grant and/or department index number to charge as well as the account code. You may find the appropriate grant index and account number on your monthly budget report. If you need assistance with selecting the appropriate index or account, please contact the Grants Accounting Office for assistance. You must also enter the amount to charge each grant or department. Finally, please enter

your grant title. The Grants Office will use this information to ensure the correct grant is charged for the summer payment.

**Total Amount/Number of Weeks Worked/Hourly Rate/Estimated Hours/Start & End Date:**

Please enter the total amount the student will be paid for the summer, the total number of weeks the student will be working; estimated hours per week, and the start & end date of employment. The hourly rate will calculate automatically if you complete the form electronically. *(Students will only be paid for hours actually worked. Should overtime hours occur, these hours will be covered by the University.)* Please note that if you have an international student on an F-1 or J-1 visa working on your grant over the summer, they must adhere to the 40 hours/week stipulation or they may jeopardize their visa status.

**Banner Web Time Approvers:**

Please enter the name of the person who will be approving the hours worked. Please also enter a proxy in the event the approver is unable to approve the time. The approver and the proxy must have first-hand knowledge of the work being performed. The Principal Investigator should be the approver and another faculty member, Post Doc, or Lab Manager can be the proxy. Department Admins cannot approve time. We are suggesting this approach so that all students working on the same grant can be organized within Bannerweb under the PI to make the bi-weekly approval process easier. The proxy will be given access to the PI's unique identifier in Bannerweb so they may also see all the students needing time card approval in one place. Please contact the Grants Accounting Office if you have questions or special circumstances involving approval for your students so we can make sure everything is established as needed in Bannerweb.

**Signature and Date:**

The PI must sign and date the form before forwarding it to their contact in their school. If the PI signs the form electronically, they must also send the form by email from their university email account to the contact below. The electronic signature along with the email are required as proof that the PI actually signed the form.

A&S – Biology = Carol Esposito or Jennifer O'Donnell  
A&S – Chemistry = Mandy Mallory  
A&S – Geography = Nancy Propst  
A&S – Math & Computer Science = Kathy Rothert  
A&S – Physics = Mary Ann Stewart  
A&S – Psychology = Karyn Kuhn  
Business School = Laura Thompson  
CCE – Andrea Vest  
Interdisciplinary Programs – Courtney Stilson  
Jepson = Susan Taylor or Michelle Bedsaul  
Richmond College – Cassie Vestal  
SPCS = Charlotte Cassada  
Wellness Center – Karen Turner

**EPAF Transaction Number, Date, & Signature**

These fields will be completed by the department contact listed above who will be responsible for entering the payroll information into the student employment electronic form, not the PI.

## **Instructions for Staff Payment Form (Non-UR Students)**

Please enter staff employee name, UR ID, and department where research will be performed during the summer on the first line of the request form.

### **International Travel**

Please indicate if the staff member will travel outside the US to perform any work during the summer.

### **Index/Acct/Amount/Grant Information:**

Please enter each grant and/or department index number to charge as well as the account code. You may find the appropriate grant index and account number on your monthly budget report. If you need assistance with selecting the appropriate index or account, please contact the Grants Accounting Office for assistance. You must also enter the amount to charge each grant or department. **Please enter the salary amount only, do not include fringe.** Finally, please enter your grant title. The Grants Office will use this information to ensure the correct grant is charged for the summer payment.

### **Total Amount/Number of Weeks Worked/Hourly Rate/Estimated Hours/Start & End Date:**

Please enter the total amount the staff member will be paid for the summer, the total number of weeks the staff member will be working, estimated hours per week, and the start & end date of employment. The hourly rate will be calculated automatically if the form is completed electronically. *Staff will only be paid for hours actually worked. Should overtime hours occur, these hours will be covered by the University.*

### **Banner Web Time Approvers:**

Please enter the name of the person who will be approving the hours worked. Please also enter a proxy in the event the approver is unable to approve the time. The approver and the proxy must have first-hand knowledge of the work being performed. The Principal Investigator should be the approver and another faculty member, Post Doc, or Lab Manager can be the proxy. Department Admins cannot approve time. We are suggesting this approach so that all staff working on the same grant can be organized within Bannerweb under the PI to make the bi-weekly approval process easier. The proxy will be given access to the PI's unique identifier in Bannerweb so they may also see all the staff needing time card approval in one place. Please contact the Grants Accounting Office if you have questions or special circumstances involving approval for your staff so we can make sure everything is established as needed in Bannerweb.

### **Signature and Date:**

The PI must sign and date the form before forwarding it to the Grants Accounting Office for processing. The submit button will electronically send the form to the Grants Accounting Office.

If you have any problems or questions, please do not hesitate to contact the Grants Accounting Office for assistance.

**Amanda Salazar**  
**Grants Accounting Manager**  
**Ext 8178**

**Tammy Hicks**  
**Director of Accounting**  
**Ext 8752**