



# UNIVERSITY OF RICHMOND **STAFF** SUMMER RESEARCH PAYMENT FORM

Staff Full Name	UR ID	Department
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Will the staff travel outside the US to perform any of this work?	Yes	No
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Please enter index, account, and amount of total summer salary to be charged to your grant in the space provided below, do not include fringe.

INDEX		ACCT		AMOUNT		GRANT TITLE
INDEX		ACCT		AMOUNT		GRANT TITLE

Please enter total salary to be charged to your grant 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	

Staff 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. Staff will receive an email reminder to submit hours to the Payroll Office. Please enter name of Web Time approver and proxy for this staff member. 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	Grants Accounting Office Signature	Date
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Return the completed form via email to [grants@richmond.edu](mailto:grants@richmond.edu), or click SUBMIT Button. **Submit by April 21, 2017**