



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

<b>Student Full Name</b>	<b>UR ID</b>	<b>Department</b>
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<b>Will this student live on-campus this summer?</b>	Yes	No	<b>Will the student travel outside the US to perform any of this work?</b>	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.

<b>INDEX</b>		<b>ACCT</b>		<b>AMOUNT</b>		<b>GRANT TITLE</b>
<b>INDEX</b>		<b>ACCT</b>		<b>AMOUNT</b>		<b>GRANT TITLE</b>

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

<b>TOTAL AMOUNT OF PAY</b>		<b>STARTING WORK DATE</b>	
<b>NUMBER OF WEEKS WORKING</b>		<b>ENDING WORK DATE</b>	
<b>HOURLY RATE</b>		<b>ESTIMATED HOURS PER WEEK</b>	

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** \_\_\_\_\_

<b>Principal Investigator Signature</b>	<b>Date</b>	<b>Grants Accounting Office Signature</b>	<b>Date</b>
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PI's – please email (using your university email account) the completed form to your department admin so they may set up an EPAF for your student.

<b>EPAF Transaction Number</b>	<b>Admin's signature</b>	
<b>Date</b>		

Department Admins – please enter the information above once the EPAF is completed.  
 Submit completed form, including original email from PI, to grants@richmond.edu. **Submit by April 21, 2017**