



MEMORANDUM

Office of the Controller

To: Principal Investigators

From: Tammy Hicks
Director of Grants Accounting
Ext 8752

Subject: Instructions for Student & Staff Payment Forms – Summer 2021

Date: February 26, 2021

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

Staff vs. Student

Please keep in mind that *students hired from other schools are staff employees* and their pay is part of the staff payroll cycle and not the student payroll cycle. Please complete the **Staff New Hire/Rehire Paid Hourly PAF** found at the link below, rather than the Student Summer Research Payment Form, for these students. In addition, please send these students to the Human Resources Office instead of the Student Employment Office to fill out all pre-employment paperwork. Please contact your department admin or department staff member assigned to help with Human Resource hires for assistance in completing this PAF. Please send the completed PAF to the Grants Accounting Office for processing.

<https://hr.richmond.edu/benefits/common/new-hire-hourly.pdf>

Please be aware that your student workers are only allowed one UR Summer Fellowship at a time. Multiple on-campus positions or off-campus university funded internships that overlap may create an overtime or reporting issue. Please check with your student hire to ensure they are only working in your lab for the timeframe you are entering on the summer salary form. If your student informs you that they have multiple positions over the summer, please have them contact the Grants Accounting Office so we can work with the Student Employment Office to ensure BannerWeb is switched at the appropriate time for the different position.

Instructions for Student Payment Form

Please enter student name, UR ID, and department where research will happen 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.

Academic Credit

Please indicate if the student should receive academic credit for the summer fellowship.

Index/Acct/Amount/Grant Information

Please enter each grant, cost share, and/or department index number to charge; the correct account code has been hard-coded into the form. You may find the appropriate grant or cost share index on your monthly budget report. If you need assistance with selecting the appropriate index, please contact the Grants Accounting Office. You must also enter the amount to charge each grant, cost share, or department. Finally, please enter your grant title. The Grants Accounting Office will use this information to ensure the summer pay is accurately charged.

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

Please enter the student's total pay amount 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.

Overtime for Student Workers

It is understood that research does not always occur within the typical 8:30 am – 5:00 pm workday for the University. To the extent that it is practical, principal investigators are encouraged to allow their students to schedule their 40 hours per week in a manner that allows them to accomplish the research. For example, if a student is required to work 10 hours one day during the week to complete an assignment or experiment, allowing that student to leave 2 hours early on a different day of the same week is permissible. This will ensure that the student works only the 40 hours per week that was part of the approved grant budget. If there is an occasional research or pedagogical need for the student to work more than 40 hours during a week of their summer fellowship, the University will cover this required overtime. Only the principal investigator will know which option will work best to accomplish the research, so it is your decision to allow either flexibility of hours within the week or to request your student to work beyond the regular 40 hours per week to meet the necessary requirements of the research. If overtime is required, please contact Laurie Melville, Senior AVP & Controller, lmelvill@richmond.edu to make her aware of this need so she may ensure university funding is made available. **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.**

BannerWeb 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 research. 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 will appear in BannerWeb under

the PI, which will make the bi-weekly approval process easier. Proxies are able to access the PI's unique identifier in BannerWeb so they may also see all the students needing timecard 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 ensure proper set up in BannerWeb.

Signature and Date:

The PI must sign and date the form before forwarding it to the Grants Accounting Office. If the PI signs the form electronically, they must use their UR email account to send the form to the Grants Accounting Office Inbox. grants@richmond.edu

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

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