



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

Student Full Name	UR ID	Department
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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
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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.

INDEX		ACCT		AMOUNT		GRANT TITLE
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*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	

*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
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*Return the completed form via email to grants@richmond.edu, or click Submit Button. **Submit by April 20, 2018***

GRANTS ACCOUNTING OFFICE	
EPAF Transaction Number	
Date Completed	<div style="display: flex; justify-content: space-between;"> Grants Accounting Office Signature Date </div>