GRANT SALARY PAYMENT REQUEST FORM

Please complete and email this form to ls17@williams.edu in the Provost’s Office.

To: Chris Winters, Associate Provost and
Carol Rand, Payroll Specialist

From: (faculty member’s name)

Date: ___________

Below, indicate how much you would like to be paid, what amount of effort this payment represents, and the time period over which that effort was/will be expended.

Please pay me 1

(examples: “2/9 of my base 2 salary”, “$3,000”)

This represents ____________________ of FTE effort on my grant.

(examples: “two months”, “two weeks”)

This effort should be attributed to the time period: ___________ to ___________.

(date) (date)

Unless you state a different preference, this salary will be paid in the next appropriate payroll run(s) 3. If you’d prefer some other time, please indicate it here: ____________________________

The salary should be charged to:

Peoplesoft Project # __________________________

(your internal grant project #)

This is my __________________ grant number _____________________.

(funding agency name) (their number/code)

1 Federal rules allow a maximum of 2 months of salary reimbursement per summer. i.e. 1/9 of your current year salary for each month of effort in the summer.
2 Chair’s stipends and other forms of extra compensation are excluded from the “ninths” salary calculation, if used.
3 You may not be paid in advance for work on federal grants. If, in June, you wish to receive summer pay at July’s higher salary, you must wait until a pay period in July to receive it.