C&G SUMMER PAYMENT Request Form

Complete this form and return to ORSP by April 14, 2008. ORSP will utilize the information on this form to generate Personnel Action Form(s) and/or Supplemental Compensation Form(s) based on the information below. Use additional sheets if necessary. Summer payments must fall within the dates of the summer term (May 12-August 1).

[1]Summer Contracts provide faculty with retirement benefits based on the amount of salary paid through the contract. These benefits will be charged to the sponsored project. Total fringe benefit costs for Summer Contracts are approximately 19%. Total payments from summer contracts (including instructional effort) cannot exceed 1.0 FTE.

[2]OPS payments do not not include retirement benefits. Fringe benefit costs of 7.65% (FICA, Medicare) will be charged to the sponsored project. OPS payments are processed on a Supplemental Compensation Form, regardless of whether it is a part of 1.0 FTE or in addition to 1.0 FTE.

Payee Name: **Banner N#:**
Department:
9-month Salary $ **3-month Salary $** 0

ORSP Review_____

Forms Completed_____

C&G Summer Payments

Proposed Payment: ☐ Summer Contract (PAF)[1] ☐ OPS Payment (Supplemental Compensation)[2]
☐ Index/Fund: _____ ☐ Pending Index/Fund: _____
Payment Start Date: _____ Payment End Date: _____
Grant title:
FTE: _____ Salary: 0.00
ORSP Use Only: Position # # of biweeklies biweekly rate

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Payment Start Date: _____ Payment End Date: _____
Grant title:
FTE: _____ Salary: 0.00
ORSP Use Only: Position #_____ # of biweeklies_____ biweekly rate_____

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☐ Index/Fund: _____ ☐ Pending Index/Fund: _____
Payment Start Date: _____ Payment End Date: _____
Grant title:
FTE: _____ Salary: 0.00
ORSP Use Only: Position #_____ # of biweeklies_____ biweekly rate_____

NON-C&G SUMMER PAYMENTS IN PROGRESS:		**Salary**	**FTE**
E&G Instructional Commitment:		$_____	_____
Other Expected payments:	Foundation:	$_____	_____
	UNF Summer Grant:	$_____	_____

Total Salary Commitment: **$**_____ **Total FTE**_____