

NORTHWESTERN UNIVERSITY

Summer / Research Quarter Salary - 2017

Name:
Last, First, M.I.

Employee ID:

Academic Base Salary:

New
Attach a printout of employee's Current Salary page from FASIS.

Change Funding
Attach original request form with lines through changed funding.

Home HR Dept #:

Home Dept Name:

Annual Salary from only 9 Month Appointments:
(used to calculate summer salary)

Add'l Sequence
Submit Add'l Sequences on new forms; attach original request.

Change Amount
Attach original request form with lines through changed amounts.

Pay Detail					<i>Payroll Only</i>	Approvals		
Seq #	Effective Date	End Date	Flat Amount			PRINT Name of Person Completing Form	Date	Phone
1	JUNE KELLOGG/MEDILL	6/1/2017	6/30/2017	<input type="text"/>	<input type="text"/>		/ /	
1	JUNE	6/16/2017	6/30/2017	<input type="text"/>	<input type="text"/>	Faculty Signature (if required)	/ /	Phone
2	JULY	7/1/2017	7/31/2017	<input type="text"/>	<input type="text"/>	Authorized Dept/Center BA Signature	/ /	Phone
3	AUGUST	8/1/2017	8/31/2017	<input type="text"/>	<input type="text"/>	Authorized Dept/Center BA Signature	/ /	Phone
4	SEPTEMBER	9/1/2017	9/15/2017	<input type="text"/>	<input type="text"/>	Authorized Home School Signature	/ /	Phone
If over 2.5 months salary is being requested and grant funded, a completed pre-certification form signed by faculty, chair/division chief, dean and VPR must be attached.				<input type="text"/>	<input type="text"/>	OR Signature (for OR Ctr Director/Co-Dir)	/ /	Phone
				Grand Total	<input type="text"/>	<i>Note: ASRSP signature is no longer required.</i>		

Pay Distribution Chartstring must be open for form to be considered complete. Form will be considered late if chartstring is not open by cut-off date.
These percentages will not directly relate to effort if faculty has multiple paid appointments with different contract periods.

NIH	NSF	Seq #	Fund	Financial Dept	Project	Acty Cd	Chartfield	Account	Percent	Pay Period Start Date	Pay Period End Date
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COMMENTS: