**UNIVERSITY OF IDAHO**

**FACULTY SUMMER 2016 SALARY WORKSHEET**

|  |  |
| --- | --- |
| **Name** |  |
| **V Number** |  |
| **Department** |  |
| **College** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Start date** | **End date** | **Percent effort** | **Salary amount** | **Budget number** | **Purpose (e.g., research, teaching, administration, proposal writing)** |
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**By initialing and signing this form, I understand and agree to abide by the following (please initial):**

\_\_\_\_\_ As academic year faculty, I understand that I do not earn annual leave. If I take vacation, it must occur during the time I am not paid. If my summer salary agreement requires me to work for the entire 13 or 14 week (depending on the given year) summer contract period, I understand that I can take no vacation.

\_\_\_\_\_ If my plans change (including the percent of effort committed to an activity or project) greater than 5% over the summer period, I will request a corresponding change to my summer contract as soon as those changes become known.

**By signing this form, I certify that I have read the Guidelines for Faculty Summer Release Salary, and I understand and agree to abide by the following related to sponsored projects (please initial or indicate N/A if not applicable):**

\_\_\_\_\_ During any period for which I am earning salary on a sponsored project, I will work the percent of effort indicated and will perform work directly related to the sponsored project that is providing my compensation.

\_\_\_\_\_ During any time for which I am committed full-time on a sponsored project, I will not spend time on other unrelated activities, such as writing proposals for future funding, traveling on business not related to that sponsored project, and preparing for classes, unless these activities are allowable expenses on the particular source of funds, or the time devoted to the activities is considered *de minimus* (defined by the University of Idaho to be 5% or less of total time for the period).

\_\_\_\_\_ If I am paid from a sponsored project, I will certify on my summer Personnel Activity Report (PAR) that I worked on the sponsored project during the period for which I received summer salary and for the amount of time for which I was compensated.

Certified by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee signature required date

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Department head signature date

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Unit Administrator signatures (e.g. Dean, CEO) date

*This form is used to generate a Summer Salary Agreement. Both documents must be submitted to the appropriate dean’s office(s)/CEOs prior to electronic personnel action form (EPAF) approval. The originals of both documents are sent to the Office of the Provost and Executive Vice President.*

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| ***For office use only*** |