2025 GRADUATE SUPPLEMENTAL COMPENSATION FORM

Spring semester GA's (RA/TA) who have been approved to work in a Research Group at OSC during summer should complete the this hiring form. The electronic signatures of the student and Principal Investigator (your advisor in most cases) are required prior to submission. The completed Graduate Summer Compensation form should be submitted to via email grad-funding@optics.arizona.edu by **Monday, April 28, 2025** to ensure timely processing and payment. **Until summer hiring is complete and funding approved, a student is not authorized to work and the Principal Investigator may not assign project responsibilities. Retroactive hire/pay is not supported.**

Student Full Name (Last, First, Middle Initial)

Registered Units: Fall 2025 (must be enrolled in at least 6 units when submitting form)

Employee ID # (Student ID)

Graduate Title (check one)

☐ Assistant ($27.18 / hr)

☐ Associate ($29.93 / hr) (PhD who passed comp. exam)

Student Signature

Date

Provide a brief description of Summer Research (required)

In the table below please enter the number of hours the students is approved to work during each pay period listed below, and the funding account. Graduate students may work full time in the summer, up to 40 hrs/week, except for unpaid holidays.

Find more information and details on the Graduate Student Appointments Page at: *https://bit.ly/3uGp7wo*

SUMMER RESEARCH PAY SCHEDULE (to be completed by supervisor)

Pay Period (Start/End) Dates	Max # Hours Available	Account #(s) and # of Hours (Completed by PI)
May 26 - June 8 (Memorial Day 5/26 Unpaid)	72	
June 9 -June 22 (Juneteenth 6/19 Unpaid)	72	
June 23 - July 6 (Indep. Day 7/4 Unpaid)	72	
July 7 - July 20	80	
July 21 - August 3	80	
August 4 - August 17	80	

Enter total # of summer compensation hours: _____ out of 456 MAX hours.

*** Spring 2025 payroll semester ends 5/25/25 --> SUMMER supplemental compensation payroll begins on 5/26/2025.
*** Fall 2025 payroll semester begins 8/18/2025

Principal Investigator Signature

Date

To be completed by Accounting and Academic Programs

PI Time Approver PCN #

Student's PCN #

Accounting Approval

Date