

REQUEST AND APPROVAL FOR RESEARCH SALARY PAYMENT

Research Administration Office (RAO)

email to gene.larson@byu.edu**INSTRUCTIONS:**

1. This form is used primarily for requesting salary for graduate students and post-doctoral fellows who will be paid from a research account. If they will not be paid from a research account, do not use this form.

2. Faculty members should only use this form when they are replacing an equal amount of pay within their academic contract. All spring/summer salary should be submitted online via the ePAF home page with the assistance of their department secretary.

3. The "% of Month" column should be the percentage of time worked during a certain month on the research project. For example 100% for a full month, 50% for a half month, etc. If you will be paying one individual from more than one research account, you will need to submit a separate form for each account, and indicate the percentage of their salary that will be paid from each account.

Please fill in this form completely and email to gene.larson@byu.edu. Once it has been approved by the RAO, it will be forwarded to Faculty Compensation.

2024 Due Dates

January 23
February 20
March 21
April 22
May 21
June 17
July 22
August 22
September 19
October 17
November 19
December 17

Date: _____

Campus Address: _____

Name: _____

Extension: _____

Department: _____

Employee ID#: _____

College: _____

Requested by: _____

Mark all that apply:

☐
☐

Regular Salary for Non-Faculty Person

Replace Equal Amount of Pay (Faculty)

RAO Approval: _____

Academic Year									
Fall/Winter					Spring/Summer				
Month	Year	% of Month	Account Number	Dollar Amount	Month	Year	% of Month	Account Number	Dollar Amount
September					May				
October					June				
November					July				
December					August				
January									
February									
March									
April									

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