

REQUEST AND APPROVAL FOR RESEARCH SALARY PAYMENT

Research Administration Office (RAO)

email to [rachel\\_teki@byu.edu](mailto:rachel_teki@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 [rachel\\_teki@byu.edu](mailto:rachel_teki@byu.edu). Once it has been approved by the RAO, it will be forwarded to Faculty Compensation.

2021 Due Dates
January 18
February 15
March 22
April 21
May 19
June 21
July 16
August 23
September 20
October 20
November 17
December 15

Date: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Name: \_\_\_\_\_

Extension: \_\_\_\_\_

Department: \_\_\_\_\_

Employee ID#: \_\_\_\_\_

College: \_\_\_\_\_

Requested by: \_\_\_\_\_

Mark all that apply:

<input type="checkbox"/>	Regular Salary for Non-Faculty Person
<input type="checkbox"/>	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									