

**Checklist for 36-Week Supplemental Salary Requests
(Prior to submission to Bambi Gates)**

_____ **Is Faculty Name complete?**

_____ **Is Faculty PSU ID Number complete and correct?**

_____ **Has Faculty Member included email address?**

_____ **Does the Month(s) completed agree with Approved Work Contract of time off?**

_____ **Is the Amount requested in line with allotted amount?**

If work contract is more than one week off at any time, take weekly rate of salary times number of weeks off for that particular month

To calculate the weekly rate, take the faculty's permanent base salary divided by 36

Be sure to take into consideration any previous forms submitted to ensure the total amount being requested for the particular month does not exceed total allotment

_____ **Is the Budget Number complete?**

_____ **Is the Fund Number complete?**

_____ **Is the budget/fund a competitive grant?**

Policy states it must be a competitive grant--res or ext assistant funds are not permitted

_____ **Is the Budget/Fund grant fully executed in the University system?**

If not, do not submit request until it is executed.

_____ **Is the faculty member listed on the grant?**

If not, a letter of justification from the PI must be submitted with salary request form explaining why this person should receive supplement from the grant

_____ **Is the AES Project Number valid, active and complete?**

_____ **Is the Sub-Object complete?**

_____ If the funding is outside faculty member's unit, has the outside unit signed? (this includes funding unit signature from outside our college)

Supplemental requests will be started by CAS Financial Office for all 36-week faculty members in CAS--we are not able to accept IBIS Supp forms started by outside college.

_____ **Has the Principal Investigator approved and signed request?**

_____ **Has the Faculty Member's Unit Leader signed the form?**

If a delegate is signing for the Unit Leader, is the delegate aware that they are justifying that the faculty member did indeed spend time and effort on that project?

_____ **Has the Faculty Member read Audit Statement and signed at appropriate line?**

(this is his/her verification that they did spend time and effort on the particular project at the time specified)

_____ **Is the request being submitted 30 days past last payroll date?**

If yes, a letter of justification must be submitted with the request form explaining why it is late. --- Supplemental salary must be requested as it is earned and submitted prior to the first of the month that it is to be paid.

_____ **Is the request being submitted after the grant end date?**

*If yes, the request CANNOT be submitted -- Federal audit requirements and the University pay & effort system will **not allow** supplemental salary requests to be processed after the end date of a sponsored project. For awards that end prior to the pay date for the last month of the award, the systems will not allow supplemental salary payments in the last month, since the supplemental will not be paid until after the end date of the award. That is, if the award ends February 15, then supplemental salary cannot be paid on the grant/award for February even though the potential of working on the award exists for the first 2 weeks.*