

REQUEST AND APPROVAL FOR RESEARCH SALARY PAYMENT -- 2017

Office of Research and Creative Activities (ORCA)

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 ORCA, it will be forwarded to Faculty Compensation.

2017 Due Dates
January 24
February 21
March 23
April 20
May 23
June 22
July 21
August 24
September 22
October 24
November 21
December 19

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)

ORCA 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									