

CLAS SUMMER SALARY ACTION DOCUMENTATION MATRIX

PURPOSE	FUND SOURCE	Applicability	REQUIRED DOCUMENTATION	APPROVALS
RESEARCH	Sponsored	Faculty, grads, research personnel	Summer Salary Action form (SSAF)	PI; PI and Chair/Director to authorize pay for PI
RESEARCH	State/local	Faculty or AP's	1. Send email or spreadsheet to BOM for routing 2. Complete SSAF or internal letter signed by dept chair/director with email approval attached, to be retained in department personnel file	Dean, Provost
TEACHING	Summer session	All personnel	1. Send spreadsheet to BOM of all summer teaching assignments for approval routing. 2. Dept issues letter signed by ch/dir (use template attached) to be retained in department personnel file	Dean
ADMINISTRATIVE/OTHER for academic year admin service appointments with summer pay	State/local	Faculty or AP's	Contact Peg Stuart for direction on issuing an appointment letter detailing all the terms of the agreement	Dean, Provost
for administrative service in summer only	State/local	Faculty or AP's	1. Send email to BOM to route for approvals. 2. Complete SSAF or internla letter with chair/dir signature, attach email approval and retain in department personnel file	Dean, Provost