

University of Arizona - College of Education
2024 FALL SUPPLEMENTAL COMPENSATION
PAY PERIODS AND HOURS WORKSHEET

If you anticipate working this semester please complete the following information. The Principal Investigator's signature is required prior to submission.

NAME: _____ PCN: _____

EMPLOYEE ID: _____ PDR #: _____

TITLE: _____ POSITION MODIFY # _____

DESCRIPTION OF WORK/SEMESTER RESEARCH: _____ SUPP COMP
 TRANS ID: _____

Hourly Rate: _____

Account
(required)

Pay Period End Date	Entire Pay Period	Max Hours	Actual Hours to Work	
9/1/2024	8/19 - 9/01/2024	80		
9/15/2024	9/02 - 9/15/2024 (Labor Day holiday)	72		
9/29/2024	9/16 - 9/29/2024	80		
10/13/2024	9/30 - 10/13/2024	80		
10/27/2024	10/14 - 10/27/2024	80		
11/10/2024	10/28 - 11/10/2024	80		
11/24/2024	11/11 - 11/24/2024 (Veteran's Day)	72		
12/08/2024	11/25 - 12/08/2024 (Thanksgiving)	64		
12/22/2024	12/09 - 12/22/2024	80		

Total number of supplemental compensation hours: _____ \$ _____

Fall Semester 2024 begins 8/19/2024 ends 1/05/2025

By signing below, I acknowledge that I will be working Fall hours in accordance with the schedule above and **will enter hours worked in my timesheet each pay period**. I will notify the Department Office of any circumstances whereby projected work hours change, and thus deviate from the above original plan. Spring wages are not authorized for holidays/vacations. All funding must be approved in advance.

Employee signature

Date

Principal Investigator signature

Date

Please remember that if the home department is not the same as the department paying this supp comp, the paying department must check with the home department to see if they will approve the supp comp before any work is done. Because of the limits on total GA FTE for the year, home departments have the discretion to disallow GA supp comp from other departments, and home departments can at any time disallow supp comp for appointed personnel.