

**University of Arizona - College of Education**  
**2024 SPRING 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	
1/7/2024	1/01 - 1/07/2024 (one week, New Year holiday)	32		
1/21/2024	1/08 - 1/21/2024 (MLK holiday)	72		
2/4/2024	1/22 - 2/04/2024	80		
2/18/2024	2/05 - 2/18/2024	80		
3/3/2024	2/19 - 3/03/2024	80		
3/17/2024	3/04 - 3/17/2024	80		
3/31/2024	3/18 - 3/31/2024	80		
4/14/2024	4/01 - 4/14/2024	80		
4/28/2024	4/15 - 4/28/2024	80		
5/12/2024	4/29 - 5/12/2024	80		
5/22/2024	5/13 - 5/19/2024 (one week)	40		

Total number of supplemental compensation hours:

\$

Spring Semester 2024 begins 1/01/2024 ends 5/19/2024

By signing below, I acknowledge that I will be working Spring 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.