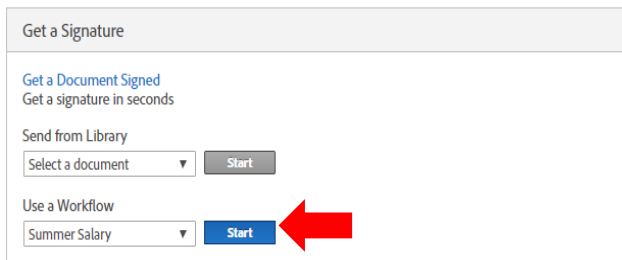


Faculty Summer Salary Authorization

Log into [Adobe Sign Enterprise](#) by entering your Rice email address, then access using your NetID and password.

In the Adobe Sign dashboard, select the appropriate **Summer Salary** option (R fund or no R fund) from the **Use a Workflow** drop down box.



Enter the email addresses for the required* and optional approvals needed for this form. Use **NetID** email addresses as recommended by OIT Security.

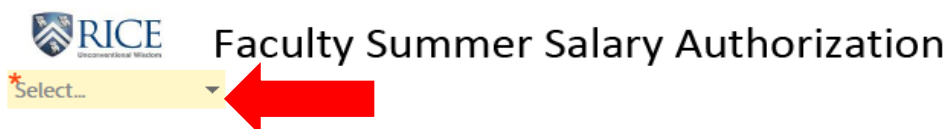
Approval Level	R Fund Workflow	No R Fund Workflow
Faculty Salary Recipient*	X	X
Principal Investigator or Project Director <i>(if Faculty Salary Recipient is not the Principal Investigator or Project Director)</i>	X	
Department Chair*	X	X
Additional Department Chair <i>(if funding from different departments)</i>	X	X
Dean*	X	X
Additional Dean <i>(if funding from different schools)</i>	X	X
Central Fund Signer <i>(if Provost funding)</i>	X	X
RCA* <i>(if R funds)</i> rcareporting@rice.edu	X	
Payroll* payroll@rice.edu	X	X

Update the Document Name with the SUMSAL, LAST NAME, FIRST NAME, FY format.

Document Name* Message Template ▾

SUMSAL, OWL, SAMMY, FY19

Within the form, select the payroll periods for the summer salary payments.



- **May/June:** This option will enable the May 16 – 31, June 1 – 15, and June 16 – 30 payroll periods.
- **July/August:** This option will enable the July 1 – 15, July 16 – 31, and August 1 - 15 payroll periods.

Complete* the following general information:

Request: *Select_ First Name: * Last Name: * Department: *
 Employee ID: * Pos #: * Home Org #: * Pay Year: *Select_ Appointment: *Select_ Salary: *USD

Request* – Select “Original” or “Revision”. *If a revision, only complete the payroll periods that require correction.*

First Name* – Enter the first name of the summer salary recipient.

Last Name* – Enter the last name of the summer salary recipient.

Department* – Enter the department name.

Employee ID* – Enter the Banner ID (requires Exxxxxxx format).

Pos #* – Enter the position number.

Home Org* – Enter the 6-digit home org.

Pay Year* – Select the payment year.

Appointment* – Select “9”, “10” or “11” for the number of months in the academic year appointment.

Salary* – Enter the annual salary for the academic year appointment.

Complete* or refer to the following payment information:

Pay Period: May 16 - May 31	
Total %	0.00
Maximum Allowable Payment (Semi-Monthly Rate):	\$5,555.56
Total Paid:	USD

%	Amount by Fund	Charge to:						Controller Office Only	
		FUND	ORG	ACCT	PROG	ACTV	LOCN	Status:	
	\$0.00							<input type="radio"/> Approved	<input checked="" type="radio"/> Denied
	\$0.00								
	\$0.00								
	\$0.00								
	\$0.00								
	\$0.00								
	\$0.00								
	\$0.00								
	\$0.00								
	\$0.00								
	\$0.00								
	\$0.00								
	\$0.00								
	\$0.00								
	\$0.00								
	\$0.00								
	\$0.00								

Total \$ \$0.00

Pay Period – This field is not enterable and provides the payroll periods based on the selection under the form title.

Maximum Allowable Payment (Semi-Monthly Rate) - This field is not enterable and defaults to the maximum amount per semi-monthly payroll period as allowed per Rice Policy 311.

Total Paid* – Enter the payment amount per pay period. This amount can be equal or less than the Maximum Allowable Payment (Semi-Monthly Rate); however, it cannot exceed this amount.

Total % - This field is not enterable and calculates the sum of the % fields. The total must equal 100%.

%* - Enter the percentage of the payment for the fund/org. Round to the nearest two decimals.

Amount by Fund – This field is not enterable and calculates the amount for the fund/org using the Total Paid and % fields.

Total Amount by Fund – This field is not enterable and calculates the sum of the Amount by Fund fields. This amount must match the Total Paid amount.

Fund* – Enter the fund.

Org* – Enter the 6-digit org.

Acct – This field is not enterable and defaults to the 60170 account.

Prog – Select the appropriate program code from the list.

Actv – Enter the activity code, if applicable.

Locn – Enter the location code, if applicable.

In the **Requestor Comments** section, add comments to provide support or communicate with individuals in the approval workflow.

Requestor Comments:

In the **Attachments** section, attach documents as needed. Examples include salary cap worksheet, email documentation, additional approvals, etc. Any individual in the workflow can attach documents.

Attachments:	Click to Atta...	Click to Atta...	Click to Atta...	Click to Atta...	Click to Atta...	Click to Atta...
---------------------	----------------------------------	----------------------------------	----------------------------------	----------------------------------	----------------------------------	----------------------------------

After the form moves through the workflow and receives all signatures, individuals in the workflow will receive a final form. Please review the document for any changes or information shared by RCA and/or Payroll.

Controller Office Only – RCA selects a status of “Approved” or “Denied” for each payroll period with R funds and indicates notes or corrections. Payments with non-R funds will remain blank.

- Payroll processes payments for payroll periods with “Approved” and applies any corrections as indicated by RCA.
- Department needs to complete a revised form for any payroll periods with “Denied” status.
- Payroll processes payments for payroll periods with no R funds as long as the form has the appropriate departmental and dean signatures.

RCA Comments or Payroll Comments – RCA or Payroll may provide additional comments for review.