



# SUMMER QUARTER SALARY REQUEST FORM

(Summer Quarter Pay Period: June 16 – September 15)

The Henry M. Jackson School of International Studies  
University of Washington, Box 353650

**NOTE:** Please send the completed form (via email attachment) to Dvorah Oppenheimer, and Kaitlyn Li

Date: \_\_\_\_\_ JSIS Program: \_\_\_\_\_

Name of Person Submitting Form: \_\_\_\_\_

Your Email: \_\_\_\_\_ Your Phone: \_\_\_\_\_

**Total number of months of summer salary** \_\_\_\_\_

### TIME PERIOD WHEN SUMMER SALARY OR OTHER PAYMENT WILL BE EARNED:

Indicate either fixed amount or number of month(s) \_\_\_\_\_ Budget Number\*\* \_\_\_\_ - \_\_\_\_\_

Time period when work is being performed \_\_\_\_\_

Describe the work being performed to warrant payment:

Indicate either fixed amount or number of month(s) \_\_\_\_\_ Budget Number\*\* \_\_\_\_ - \_\_\_\_\_

Time period when work is being performed \_\_\_\_\_

Describe the work being performed to warrant payment:

Indicate either fixed amount or number of month(s) \_\_\_\_\_ Budget Number\*\* \_\_\_\_ - \_\_\_\_\_

Time period when work is being performed \_\_\_\_\_

Describe the work being performed to warrant payment:

For those who have a full-time nine month faculty appointment and plan to work 100% for more than 2.5 months this summer; in addition to replying and providing the above mentioned information, you will need to submit the "Full Time Summer Salary Notification Form For Nine Month Faculty" to Academic Human Resources. Below is the link for the aforementioned

form: <http://ap.washington.edu/ahr/forms/summer-notification/>

When you have submitted the form to Academic Human Resources, please notify us at [dvorah@uw.edu](mailto:dvorah@uw.edu) & [xql@uw.edu](mailto:xql@uw.edu)

**\*\* NOTE: BUDGET MUST BE APPROVED BY AUTHORIZED SIGNER**

If you are receiving summer salary from another source or unit other than the Jackson School, please indicate where the funds are coming from in the comments below.

Comments or special instructions