



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 % of monthly salary _____ Budget Number** ____ - _____

Pay Period Performed: **6/16 – 6/30**

Describe the work being performed to warrant payment:

Indicate either fixed amount or % of monthly salary _____ Budget Number** ____ - _____

Pay Period Performed: **7/1 – 7/15**

Describe the work being performed to warrant payment:

Indicate either fixed amount or % of monthly salary _____ Budget Number** ____ - _____

Pay Period Performed: **7/16 – 7/31**

Describe the work being performed to warrant payment:

Indicate either fixed amount or % of monthly salary _____ Budget Number** ____ - _____

Pay Period Performed: **8/1 – 8/15**

Describe the work being performed to warrant payment:

Indicate either fixed amount or % of monthly salary _____ Budget Number** ____ - _____

Pay Period Performed: **8/16 – 8/31**

Describe the work being performed to warrant payment:

Indicate either fixed amount or % of monthly salary _____ Budget Number** ____ - _____

Pay Period Performed: **9/1 – 9/15**

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: <https://ap.washington.edu/ahr/policies/compensation/summer-notification/>

When you have submitted the form to Academic Human Resources, please notify us at dvorah@uw.edu & xql@uw.edu

****NOTE: BUDGET MUST BE APPROVED BY AUTHORIZED SIGNER (May attach email approval)**

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