

**College of Arts and Architecture/ University Arts Services  
REQUEST FOR SUMMER SESSION COMPENSATION**

**ALL DATA ITEMS MUST BE COMPLETED**

Dept/Unit \_\_\_\_\_

1. Employee Name \_\_\_\_\_

PSU ID# \_\_\_\_\_

Salary Plan \_\_\_\_\_ (12 months, 36 weeks, etc)

Home Budget and Department Name \_\_\_\_\_

2. Responsibilities:

Class	Section	Credits	Enrollment
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. Summer Session Payment Amount (Total) \_\_\_\_\_

Amount per month:

July _____	January _____
August _____	Feb _____
Sept _____	March _____
Oct _____	April _____
Nov _____	May _____
Dec _____	June _____

5. Funding Source?

Account and Object Code \_\_\_\_\_

Attach email or other correspondence, as appropriate

6. Request to Proceed with this Summer Session Payment:

Dept/Unit Head \_\_\_\_\_ Date \_\_\_\_\_  
notes.....

7. Approval Recommended:

Associate Dean for Undergraduate Studies \_\_\_\_\_ Date \_\_\_\_\_  
notes.....

8. Funding Sources Confirmed:

Financial Officer \_\_\_\_\_ Date \_\_\_\_\_  
Paid thru Clearing Account?  yes  no  
notes.....

9. Approval to Process Payment to this Employee:

Dean \_\_\_\_\_ Date \_\_\_\_\_  
notes.....

10. Form Received and Distributed by Human Resources:

HR Representative \_\_\_\_\_ Date \_\_\_\_\_  
notes.....