

St. Olaf College

Request for Grant Compensation outside of regular salary letters

This form should be completed by the Grants Accountant prior to the start of the academic year (Sept-May), summer (June-Aug) or at the start of each grant. This form is to be used for wages calculated off of base compensation. Stipend grant payments should use the "Stipend or Honorarium Request Form". The form will be routed to Dean of College Office, Payroll, and Business Office.

Employee Name:

Academic year or summer: Academic 20_____ Summer 20_____

Additional Grant or Committed Match Additional Grant or Committed Match

Grant Name			
Co-Unit-Account-Subaccount			
Amount			
Source/calculation of pmt: [i.e. 1/9 of \$90,000 base = \$10,000]			
Reason for payment / description of service			
Dates work will be performed/Period over which amounts will be paid. <i>Payment must be over the period work is performed.</i>			
Indicate if retirement is included or excluded	Retirement: <input type="checkbox"/> YES <input type="checkbox"/> NO	Retirement: <input type="checkbox"/> YES <input type="checkbox"/> NO	Retirement: <input type="checkbox"/> YES <input type="checkbox"/> NO
Benefits: If the grant doesn't allow ALL other benefits, please explain. Each benefit will be automatically apportioned to the grant based on wage allocations, unless otherwise indicated here.			

PI or supervisor

Grants Accountant

Dean Of College

Printed Name			
Signatures			
Date			

Includable in effort reporting Y/N

Reason excluded from effort reporting, if applicable
