

**College of Engineering  
North Carolina State University**

**Request for Summer/Supplemental Salary**  
(Not for Academic Year Overload Pay)

Name of Professional \_\_\_\_\_

Employee ID Number \_\_\_\_\_

Period Covered by Report \* \_\_\_\_\_

Department \_\_\_\_\_

\* May 16-31; June 1-30; July 1-31; Aug. 1-15; or other. For other, list specific other dates worked.

A. Sponsored Research Projects	Account No.	% Time to be Charged to Project for this Period **	- OR -	Amount Chargeable to Project
_____	_____	%		\$ _____
_____	_____	%		\$ _____
_____	_____	%		\$ _____
_____	_____	%		\$ _____
_____	_____	%		Total _____
<b>B. Other University Activities</b>				
Course Development				
Administration				
Extension and Public Services				
Summer Session		%		
<b>C. Unassigned Time</b>		%		
<b>TOTAL TIME EXPENDED (A+B+C)</b>		<b>100</b>	%	

\*\* For example, 100% for May 16-31 is equivalent to 0.5 month pay.

I understand that I will need to certify in my TEARS report that my actual effort was at least as great as the "% Time to be Charged to Project for this Period."

Approved by:

\_\_\_\_\_  
Signature of Professional

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date