

## Summer Session Guidelines – Summer 2023

Summer Session Dates: **May 14, 2023 – August 12, 2023, 6.5 bi-weeks, 13 weeks, 520 total hours**

### What is summer session?

Summer session is pay for faculty responsibility areas for those currently not on contract (i.e., academic year faculty and temporary faculty). Faculty responsibility areas include work designated in effort areas of teaching, research, outreach, and service. Additional examples of responsibilities include course development, advising and administration.

### Summer session contracts required through SoftDocs.

Training and instructions on the new summer salary contract process have been sent to the Fiscal Officers.

- Please submit and receive approval from the Provost Office prior to submitting EPAFs.
- Per working with OSP and Provost Office, be aware of the “Percent of Effort” when putting on Sponsored Project summer EPAFs
- Sponsored Project Questions? – email [osp@uidaho.edu](mailto:osp@uidaho.edu)
  - The **percent of effort** is on the submitted proposal that goes to OSP. The VERAS system is where the PI and Co-PI enter their percent of effort. It is also written in the proposal narrative. The faculty should be able to provide the unit with the percent of effort; otherwise, the DGA (Departmental Grant Administrator) should be able to provide this info for any staff that do not have access to the VERAS.



## Teaching, Administrative, Course Development and Other Work

### Position Number and Suffix:

- Use **PCN 009965** with **.03** as the suffix. If an employee has 2 summer appointments running concurrently (e.g., within the same session) you can use .13, .23, etc. as needed.

Summer **Teaching, Administrative, Course Development and Other** appointments (**non-grant sponsored project**) can be paid as a lump sum payment over the summer session(s) worked, using EPAF's similar to additional compensation EPAF's.

**\*If the sponsored project is not on a grant (fund type 22) you can process as a lump sum payment!**

### Summer Session Lump Sum EPAFs:

EPAF categories: Please check NBAJOBS before selecting which category to use.

Use January 1, 2009, as Query Date for Summer Session job history.

**\*Use of these categories are for non – grant appointments. Research appointments on grants (fund type 22) must be processed on research summer categories (see page 5.)**

**SSOLMP:** Teaching original appointment (New to UI. First appointment at UI.)

**SSRLMP:** Teaching reappointment, previous PCN and Suffix

**SSRLMN:** Teaching reappointment, new PCN and Suffix

**SSALMP:** Teaching additional appointment, previous PCN and Suffix.

**\*\***(Use when they have a primary academic faculty position and have been on PCN and Suffix 009965.03 previously.) **\*\*\***Please use for Retiree's who have been on 009965.03.

**SSALMN:** Teaching additional appointment, new PCN and Suffix.

**\*\***(Use when they have a primary academic faculty position but have NOT been on PCN/Suffix 009965.03 previously.) **\*\*\***Please use for Retiree's who have NOT been on 009965.03.

### Summer session change categories:

**GLBDST:** To change labor distribution only.

**STMJOB:** Summer Session Termination of Job. Use to terminate a summer session appointment before the termination date in the system (earlier than what is originally planned.)

**SCHPAY:** Summer change of pay (hourly rate, annual salary, pays, factors and labor distribution.)

**SMSCCH:** Summer misc. change (FTE, hours per day and pay, rate, salary, pays, factors and labor distribution.)

## EXAMPLE ONE: Teaching, Administrative, Course Development and Other Work (Lump Sum)

Olivia Wilde, an active UI Academic Faculty members Annual Salary (Institutional Base) = \$54,008.60

Total Working Time Period: May 14 – June 24 = 6 weeks = 3 pays and factors

Paying \$6,000 for Summer Classes: Accounting 101 and 102

### Maximum Summer Salary

$\$54,008.60 / 1560 = \$34.621897 = \$34.62$  per hour

$34.62 \times 13 \text{ wks} \times 40 \text{ hrs} = \$18,002.40$  maximum for the entire summer

$34.62 \times 6 \text{ wks} \times 40 \text{ hrs} = \$8,308.80$  **Maximum allowed to earn in 6 weeks.**

### FTE Calculation

No need for FTE calculation for Lump Sum Summer Categories 😊. BUT you will want to figure out FTE if you have two concurrent EPAFs, one for research and one for teaching, since they can't be more than 1 FTE in a single time period.

EXAMPLE: Max summer salary  $\$18,002.40 / 6.5 \text{ pays} = \$2,769.60$  allowed per pay

$\$2,769.60 \times 3 \text{ pays} = \$8,308.80$ . They are to earn \$6,000.  $\$6,000 / \$8,308.80 = 0.722$  FTE. This would be for comments only.

**EPAF information:** is to make \$6,000 for teaching accounting courses.

Approval Category= SSALMP (Look in NBAJOBS before choosing category.)

PCN = 009965 Suffix = 03

Hourly Rate = 2,000.00 (took \$6000/3 pays and factors to get hourly rate)

Annual Salary = 6,000.00

Hours per Day = 1

Hours per Pay = 1

Begin Dates = 05/14/23

End Dates = 06/24/23

Pays = 3

Factors = 3

Default Earnings Date = 05/14/23

Default Earnings Code = RSP

Default Hours/Units = 1

## Calculation when working 7 days: Lump Sum

**7-day lump sum:** Used for **TEACHING, ADMINISTRATIVE, COURSE DEV. And Other NON-GRANT WORK**

Dates would be for the actual dates working. Figure out what the daily rate would be and multiply by 10 to get hourly rate and annual salary for 1 full pay period.

Faculty will be working May 28 - June 06 and will be receiving \$200 a day for 7 days for a total of =\$1,400.

Use the dates: 5/28/23 - 6/06/23 (use the actual dates for 7 days)

Hourly rate: \$2,000

Annual salary: \$2,000 (*will be paid for 7 days as indicated by your EPAF dates, \$1,400.*)

Hours per day: 1

Hours per pay: 1

Factors: 1

Pays: 1

Default earnings: 1

Comments: please tell us what they should be earning over the 7 days so we can make sure your calculations are correct.

## Calculation when working one week: Lump Sum

**One-week lump sum:** Used for **TEACHING, ADMINISTRATIVE, COURSE DEV. And Other NON-GRANT WORK**

Dates would be for one week. Double annual salary and hourly rate.

Faculty will be working May 28 – June 03 and will be receiving \$3,000.00.

Use the dates: 5/28/23 – 6/03/23 (one week)

Hourly rate: \$6,000

Annual salary: \$6,000 (*will be paid half of this*)

Hours per day: 1

Hours per pay: 1

Factors: 1

Pays: 1

Default earnings: 1

Comments: please tell us what they should be earning over the one-week period so we can make sure your calculations are correct.

## Sponsored Project Appointments

Grant Funded, Sponsored Activity, Other Research Activity

### Position Number and Suffix:

- Use **PCN 009965** with **.03** as the suffix. If an employee has 2 summer appointments running concurrently (e.g., within the same session) you can use .13, .23, etc. as needed.

Summer **Sponsored Project** appointments on grant funds (fund type 22) must be paid hourly over the summer session(s) worked, using EPAFs identifying hourly rate, dates and FTE.

*(Fiscal Year Faculty are ineligible for summer session and **must be paid as Additional Compensation.**)*

**\*If the sponsored project is not on a grant (fund type 22) you can process as a lump sum payment!**

**Summer Sponsored Project Appointments:** Please check NBAJOBS before selecting which category to use.

**SSOAPT:** Sponsored Project Original appointment at UI. (New to UI. First appointment with UI.)

**SSRESP:** Sponsored Project Reappointment, previous PCN and Suffix.

**SSREDP:** Sponsored Project Reappointment, new PCN and Suffix.

**SSAAPP:** Sponsored Project Additional appointment to previous PCN and suffix (Previously paid on PCN and Suffix) - Current UI Faculty

**SSAAPT:** Sponsored Project Additional appointment to new PCN and suffix (Not previously paid on PCN and Suffix) - Current UI Faculty

### Summer session change categories:

**GLBDST:** To change labor distribution only.

**STMJOB:** Summer Session Termination of Job. Use to terminate a summer session appointment before the termination date in the system (earlier than what is originally planned.)

**SCHPAY:** Summer change of pay (hourly rate, annual salary, pays, factors and labor distribution.)

**SMSCCH:** Summer misc. change (FTE, hours per day and pay, rate, salary, pays, factors and labor distribution.)

## Salary calculations for research appointments:

- Dates should be inclusive of all work dates to ensure coverage and compliance with Workman's Compensation Insurance.
- Information Needed for Calculations: Use Institutional Base Rate, this may include base salary plus stipend. (E4105 & E4107.) Look in NBAJOBS.
- Divide salary by the AY contract hours for the summer maximum hourly rate. See the below chart for the most commonly used FTEs.
  - For deferred pay, the spread hourly rate is reflected in NBAJOBS. Take the salary and divide by the contract hours to get the **true earned hourly rate**.

**NBAJOBS record:**

**Example of one FTE:**

\$45,008.60 = \$28.851666 round to \$28.85/hr  
1,560 hrs (1 FTE)

**Example of one FTE on deferred pay:**

\$99,652.80 = \$62.283      \$99,652.80 = \$63.88  
1,600 (deferred pay)      1,560 (use if 1 fte)

**Example of less than one FTE: .875 fte**

\$46,710.30 = \$34.22/hr  
1,365 hrs (.875 FTE)

FTE	AY Contracted Hrs
1.00	1560
0.96	1498
0.875	1365
0.85	1326
0.75	1170
0.60	936
0.50	780
0.25	390
0.20	312
0.125	195

## EXAMPLE ONE: Sponsored Project Appointment

Jane Vandal, who is currently an Academic Year Faculty member for your department will be conducting research on one of her grants during summer session (5/14/23 – 8/12/23). In her approved proposal, Jane indicated that her summer percentage of effort is 35% on this project, with pay coming from 895569 (the grant index established by OSP.) Jane's annual salary (Institutional Base Rate) is \$105,000. Below is a sample of the math used to calculate the pay at 35% effort for the summer period.

### Maximum Summer Salary

$\$105,000 / 1560 = \$67.3076 = \$67.31$  per hour

$\$67.31 \times 13 \text{ wks} \times 40 \text{ hrs} = \underline{\$35,001.21}$  maximum for the entire summer

### FTE Calculation – 35% effort for the entire summer (13 weeks)

$0.35 \times \$35,001.21 = \$12,250.42$

$\$12,250.42 / \$67.31 = 182$  hours

$182 \text{ hrs} / 521 \text{ hrs}^* = \underline{0.35}$  FTE                      \*(13 wks x 40 hrs = 521 hrs)

$0.35 \text{ FTE} \times 80 \text{ hrs} = 28.00$  per pay and 2.80 per day

$\$67.31 \text{ hourly rate} \times 6.5 \text{ pay periods} \times 28.00 \text{ hrs} = \underline{\$12,250.42}$ .

\*IF\* her grant specifies she cannot make more than \$12,000. Make adjustments to the hours worked (if needed).

**Per OSP: We are required to calculate salary on the institutional base salary for sponsored project, therefore the number of hours should be reduced. Not the hourly rate. We cannot adjust the hourly rate down or up.**

$\$67.31 \times 6.5 \times 26 = \underline{\$11,375.39}$ .

### EPAF information

Approval Category = SSAAPP or SSAAPT (previously paid on pcn/suffix) (Look in NBAJOBS before choosing a category.)

PCN = 009965    Suffix = 03

Hourly Rate = \$67.31

Annual Salary = \$12,250.42

FTE = .35

Hours per Day = 2.80

Hours per Pay = 28.00

Begin Dates = 05/14/23

End Dates = 08/12/23

Pays = 6.5

Factors = 6.5

Default Earnings Date = 5/14/2023

Default Earnings Code = RSP

Default Hours/Units = 28.00

Make sure to enter EPAF comments.

## EXAMPLE TWO: Sponsored Project Appointment

Johnny Depp is an Academic Faculty who would like to be paid from one of his grants over five weeks of the summer at 25% effort for those 5 weeks. He would like to work the maximum hours and at the maximum pay rate he can get during the five weeks. Johnny's annual salary (Institutional Base Rate) is \$45,000.

### Maximum Summer Salary

$\$45,000 / 1560 = \$28.846 = \$28.85$  per hour

$\$28.85 \times 13 \text{ wks} \times 40 \text{ hrs} = \$15,002$  maximum for the entire summer

**FTE Calculation:** (wants max hours and max pay for 5 weeks)

**25% effort** over the summer 5 weeks – Index # 895569.

$0.25 \times \$15,002 = \$3,750.50$  for 5 weeks

FTE =  $\$3,750.50 / \$28.85 = 130$  hours

$130 \text{ hrs} / 210 \text{ hrs}^* = 0.65$  FTE                      \*(5 wks x 40 hrs = 210 hrs)

$0.65 \text{ FTE} \times 80 \text{ hrs} = 52.00$  per pay and 5.20 per day

$\$28.85$  hourly rate x 2.5 Pays / Factor x 52 hrs =  $\$3,750.50$

\*IF\* his grant specifies he cannot make more than \$3,500. Make adjustments (if needed).

\*\***Adjusted Hourly Rate** =  $\$26.91 \times 2.5 \times 52.00 = \underline{\underline{\$3,498.30}}$

\*\*Check Your Numbers\*\*

### EPAF information

Approval Category = SSAAPP or SSAAPT

(Look in NBAJOBS before choosing a category.)

PCN = 009965    Suffix = 03

Hourly Rate =  $\$28.57$     \*Adjusted Rate

Annual Salary = 3,750.50

FTE = 0.65

Hours per Day = 5.20

Hours per Pay = 52.00

Begin Dates = 05/14/23

End Dates = 06/17/23

Pays = 2.5

Factors = 2.5

Default Earnings Date = 05/14/23

Default Earnings Code = RSP

Default Hours/Units = 52.00

Make sure to enter comments.



## Calculation when working only ONE week: Sponsored Project

### **One week hourly:** Used for **Sponsored Projects**

- Use dates for one week BUT double annual salary, FTE, hours per day, hours per pay and default earnings.
- This will ensure they will be paid half of what your EPAF states.
- Please make sure to state in your comments the exact amount they should be paid.

Example:

Joe Vandal will be working 20 hours May 14 - May 20 and will be receiving \$700. They make \$35/hr.

Use the dates: 5/14/23 - 5/20/23 (one week)

Hourly rate: \$35.00

Annual salary: \$1,400 (*will be paid half of this due to the dates entered.*)

FTE: .5

Hours per day: 4

Hours per pay: 40

Factors: 1

Pay: 1

Default earnings: 40

Comments:

Use specific comments including:

Joe Vandal is working 20 hours a week the dates of 5/14/23 - 5/20/23. His hourly rate is \$35, and he should be paid \$700.00.

## Calculation when working 7 days: Sponsored Project

### **Working 7 days, hourly:** Used for **Sponsored Project**

- Please make sure to state in your comments the dates and exact amount they should be paid.

Example:

Jane Vandal will be working 7 days, 8 hours a day to total 56 hours, May 28 - June 06 and will be receiving \$1,960. They make \$35/hr.  $\$1,960/7/8 = \$35.00$

Use the exact dates: 5/28/23 - 6/06/23 (7 days)

Hourly rate: \$35.00

Annual salary: \$2,800 ( $\$35.00 * 80$ , what a full pay period would be (8 hours per day \* 10 business days). Banner will calculate salary by your dates)

FTE: 1.0

Hours per day: 8

Hours per pay: 80

Factors: 1

Pay: 1

Default earnings: 80

Comments:

Use specific comments including:

Jane Vandal is working 8 hours for 7 days 5/28/23 - 6/06/23. His hourly rate is \$35.00, and he should be paid \$1,960.00.

## \*\*\*REMINDERS\*\*\*

- **Dean / Director Level approvers will ensure:**
  - Annual summer salary does not exceed the maximum summer salary. (Same calculations as previous years.)
  - FTE does not exceed 1.0 at any time.
  - Coordination of appointments with all other departments. **This is required within the EPAF routing queue. Please enter the fiscal officer or DGA of the other college/department.**
  - **Enter a new DNDIR level, choose the individual, pick 'approve' or 'FYI'.**
  - Calculations are correct.
  - Work with DGA for percent of effort
- Include all calculations and dates in the comments of the EPAF.
- **Hourly rates for sponsored projects:** Per OSP, we are required to calculate salary on the institutional base salary for sponsored project, we cannot adjust the hourly rate up or down to make the salary come out evenly for EPAF purposes. If the overall salary needs to be adjusted, the number of hours/FTE should be reduced. **Not the hourly rate.**
- Coordination of appointments with all other departments. This is required within the EPAF routing queue. Please enter the fiscal officer or DGA of the other college/department. Enter a new DNDIR level, choose the individual, pick 'approve' or 'FYI'. See page 14.
- Do not use next FY promotions or pay increases when calculating summer salary, even if the appointment starts after July 1. The new salary is not effective until the next academic year.
- Only use an FTE of 1.0 if you will be paying the maximum rate and hours for the time period.
- FTE should be rounded to 3 decimals (Ex: .51875 is .519) after calculated to an even 5 decimals.
- Hours per pay must be rounded to one decimal so hours per day can round to two. Cannot round to three!
  - EX: 55.60 hours per pay = 5.56 per day. 😊
  - 55.65 hours per pay= 5.565 per day. ☹️ It won't work for our system.
- All dollar figures must be rounded to 2 even decimals (Ex. \$35.15/hr not \$35.154/hr)
- Put your calculator on *FLOAT* for these calculations. Please do not copy & paste from Excel into EPAF Field
- Do not change the Pays/Factors when you change the rate or hours per day/pay in the middle of the appointment, please just recalculate the annual salary based on new rate or new hours per day/pay. If you have to change the rate or FTE after an appointment has already started, keep the pays/factors the same as they were in the original appointment and calculate the new annual salary as if the employee had been working at that rate from the beginning. Banner will know not to overpay.

- If you put on multiple EPAFs for the same person in the same pay period, please use different suffixes (.13, .23, .33)
- **Default Earnings** = Hours per pay. Must be filled in with current hours per pay. Last summer's information (dates and hours) will flood into the earnings section and labor distribution section. **PLEASE** make sure to change these (Dates should = Jobs Effective Date). **RSP** is the earnings code to use.
- Account code for summer session: **E4108**
- Please use summer session categories: STMJOB = Summer Session Termination of Job to terminate a summer session early. Use instead of GTMJB1. Use SCHPAY AND SMSCCH instead of FCHPAY / FMSCCH.
- If Faculty is leaving the University and a primary job is terminated as of 5/13/2023, use additional appointment EPAF instead of reappointment to avoid running into “**Employee already has primary job**” errors.
- **NBAJOBS**: Set the query date to **January 1, 2009**, so that any previous Summer Session appointments on PCN 9965 will be viewable, alongside any current appointments.
- **Holidays**: May 29<sup>th</sup>, June 19<sup>th</sup> and July 4<sup>th</sup>. You **do not need to worry** about these. Example: faculty working June 25<sup>th</sup> – July 22<sup>nd</sup>...Don't use 1.9 pays and factors, use 2.0 The faculty member will just need to work their hours within the four days of that week. They will not receive holiday pay.
- **PERSI** - use **PCN 009965**, not 006595. \*\*Please use a summer session Additional Appointment Category for Retirees. Additional guidance for PERSI retirees:
  - Early retiree (retired prior to age 65): must have a 90-day break in service before returning to employment with a PERSI employer.
  - Retirees under a service retirement (retired on or after age 65) may return to work in an ineligible position with any PERSI employer without a 90-day break in service.
  - It is always recommended to have individuals contact PERSI to confirm any restrictions before returning to work!
- **ORP**: Retirees who plan to begin fund withdrawals at the time of retirement should have a minimum of 2 pay period break in service.
- Summer Session appointments are not benefit eligible and are not reported to the State.
- **Make sure you have an EPAF proxy set up!** Please also make sure they are aware they are your proxy.
- **Putting on a late summer EPAF?**  
We need to use accurate dates! If someone worked UI 15 during the summer but didn't tell you until UI16, please do not put on an EPAF with the effective dates for UI16 and then request a retro pay. This is not accurate reporting. You will need to request a special check if the job is done. Please do not tweak dates on EPAFs to avoid special checks. **\*Please communicate this to your faculty so we can try our hardest to have EPAFs in on time.**

## Graduate Assistant Information

*We often receive questions regarding Graduate Assistants who work in the summer:*

- **Teaching Assistants:**

- If enrolled in at least one credit, can be appointed as a Teaching Assistant using the Graduate Assistant EPAF categories.
  - If there is no break-in-service, you can use the EPAF Category TACASP (TA Continued Appt.)
- If not enrolled in courses, must fill out a summer contract, please receive Provost Office approval and use the faculty summer session EPAF categories.

- **Research Assistants:**

- If enrolled in at least one credit, can be appointed as a Research Assistant using the Graduate Assistant EPAF categories.
  - If there is no break-in-service, you can use the EPAF Category TPCASP (RA Continued Appt.)
- If not enrolled in courses, must be appointed as Temporary Help using Temporary Help EPAF categories (TH-Research-Lab or TH-Research-Non-Lab)

- **Support assistants:**

- Must be appointed using Temporary Help EPAF categories (TH-Clerical/Tutor, etc.)

Graduate Assistants can be on the system as follows:

- For the entire Fiscal Year: For FY24 dates= 6/25/23 – 6/22/24 (not common for TA's though.)
- For the entire Academic Year= 8/13/23 – 5/11/24
- Or summer appointment= 5/14/23 – 8/12/23

They cannot be on the system May to May, August to August, December to December.

- Graduate Assistant account code = **E4109**

What the College of Graduate Studies will be looking for within TA EPAFs:

- The FTE: ex: .50 (40 hours / pay) or .25 (20 hours / pay)
- Comments: it would be helpful for you to provide this information if known:
  - a) What course they are assisting with.
  - b) If the TA is a non-resident, this will help her check their residency status to see if they need an out-of-state waiver. She will contact departments when she has questions regarding this.

Information from the College of Graduate Studies website: <http://www.uidaho.edu/cogs/faculty-resources/ta-support-faqs>

## EPAF Approvals (Creating the Proxy)

You will go to Vandal Web and Login to create the Proxy for EPAF Approvals.

- In the Employee Main Menu, select “Electronic Personnel Action Form (EPAF)” menu.
- Select “EPAF Originate / Approve”
- Then Select “EPAF Proxy Records”

### Electronic Personnel Action Form

**EPAF Approver Summary**  
**EPAF Originator Summary**  
**New EPAF**  
**EPAF Proxy Records**  
**Act as a Proxy**

Select the Approval Level (in this case, Dean/Director) and hit “GO.”

EPAF Proxy Records

Approval Level: Dean/Director, DNDIR

- Pick a name from the drop down and click “Add”. Or you can remove someone as well.

EPAF Proxy Records

Approval Level: Dean/Director, DNDIR

Name	Remove	Add
Mahoney, Trina (TMAHONEY)	<input type="checkbox"/>	<input type="checkbox"/>
Smith-Sarkkinen, Cheyenne K. (CHEYENNE)	<input type="checkbox"/>	<input type="checkbox"/>
Sorenson, Rebecca E. (RLATSHAW)	<input type="checkbox"/>	<input type="checkbox"/>
Not Selected	<input type="checkbox"/>	<input type="checkbox"/>

Instructions on how to approve an EPAF while acting as a Proxy are below.

- Select “EPAF Originate / Approve”
- Then select “Act as a Proxy”

### Electronic Personnel Action Form

**EPAF Approver Summary**  
**EPAF Originator Summary**  
**New EPAF**  
**EPAF Proxy Records**  
**Act as a Proxy**

- The following screen comes up, select the individual you are acting as a Proxy Approver for from the drop-down menu. In this case, we are using Charity Buchert
- Once you have selected your proxy for, then hit the “Go” button to select the EPAF records.

## Proxy or Superuser or Filter Transactions

Act as a proxy or a superuser and enter the following criteria to filter transactions.

**Proxy For:**

**Act as a Superuser:**

**Submitted From Date:** MM/DD/YYYY

**Submitted To Date:** MM/DD/YYYY

**Transactions Per Page:**

### How to add another FYI or approver for joint appointments:

Below is a screen shot of how to add an additional approver within a summer session EPAF.

- Choose DNDIR
- Enter the username or pick from the drop-down menu.
- Choose Approve or FYI under the required action.

Approve= will sit in the DNDIR queue until approved.

FYI= can be viewed and acknowledged, but EPAF can move forward without action.

#### Routing Queue

Approval Level	User Name		Required Action
20 - (DNDIR) Dean/Director	JTODISH	Janice E. Todish	Approve
50 - (BGTOFF) Budget Office	HRPAFBGT	. Budget Office	Approve
90 - (HRSBA) Human Resources-Board Appt	HREPAFBA	. Human Resources	Apply
20 - (DNDIR) Dean/Director	JRADIL	Jennifer L. Radil	Approve
Not Selected			Not Selected

## Call us with questions!

We are happy to help you!

Jill (Budget Office): 885-7122 [budget@uidaho.edu](mailto:budget@uidaho.edu)

Monica (HR): 885-3677 [hrepaf@uidaho.edu](mailto:hrepaf@uidaho.edu)



**University  
of Idaho**

### Sponsored Program questions:

Heather Clark: [heatherclark@uidaho.edu](mailto:heatherclark@uidaho.edu)