DocuSign Instructions for Completing Principal Investigator (PI)
Grant Additional Compensation Forms

Step 1: Pre-Fill Requirements

Request Salary Analysis Report [Here].

- This report is intended to help the employee fill out sections 3 (Additional Compensation Limits) and 4 (Calendar Year Additional Compensation).
- Please note this report is a required attachment to the form in order to submit to workflow for approval.
- HR will send a copy of the report to the employee only. If the employee would like to designate a proxy to also receive the salary analysis report, they may do so [here].

Step 2: Identify Workflow Signatories

Identify the Signatories at each level for the grant additional compensation form:

- Enter the name and email of the Principal Investigator
- Enter the name and email of your Financial Administrator:
  - FA_Engineering@uml.edu
  - FA_Sciences@uml.edu
  - FA_FAHSS@uml.edu
  - FA_HealthSciences@uml.edu
  - FA_Education@uml.edu
  - FA_SchoolofBusiness@uml.edu
- Enter the name and email of your Department Chair
  - Some Department Chairs may have a proxy in place so please be sure to confirm this information before starting the form, otherwise, this could delay approvals.
- Enter the name and email of your Academic Dean
  - Some Academic Deans may have a proxy in place so please be sure to confirm this information before starting the form, otherwise, this could delay approvals.
- The remaining fields, Vice Chancellor for Research and Innovation and ORA Payroll, are hardcoded and the form will be routed to these departments after the previous stops approve.

Step 3: Completing the Form

- **Section 1: Employee Data**
  - Employee ID and Employee Name

- **Section 2: Requested Additional Compensation Data**
  - Grant Additional Compensation Appointment Begin Date and End Date
  - Combo Code (or Speedtype) of the grant funded additional compensation. Only one form can be used for each grant.
  - Total Amount of Additional Compensation requested

- **Section 3: Additional Compensation Limits**
  - FTE Annual Salary (number should be the same as what is listed on the employee’s salary analysis report)
  - Total Limit (number should reflect what is listed on the salary analysis report): Faculty salary limit is 33% and Professional Staff at 12%
DocuSign Instructions for Completing Employee Grant 
Additional Compensation Forms 

Step 3: Completing the Form (continued from page 1) 

➢ Section 4: All Calendar Year Additional Compensation (both paid and scheduled to be paid)  
  o Data should reflect what is listed on salary analysis report.  
  o If employee is submitting multiple forms at once, this data should be added to each form  
  o Attach salary analysis report to form 

➢ Section 5: Performance of Duties  
  o Please indicate type of employee (Professional Staff, AY Faculty, Calendar Year appointed Faculty, Faculty Administrator)  
  o Confirm if additional duties will be performed outside of normal working hours and if not, indicate if employee will use vacation and/or personal time while performing duties. 

➢ Section 6: Certification/Approvals  
  1. Principal Investigator – Digitally sign as PI and Employee, submit to workflow.  
  2. Financial Administrator – review and if you approve, digitally sign and submit to workflow.  
  3. Department Chair – review and if you approve, digitally sign and submit workflow.  
  4. Academic Dean – review and if you approve, digitally sign and submit to workflow.  
  5. Vice Chancellor for Research and Innovation (hardcoded workflow field) – review and if approved, digitally sign and submit to workflow.  
  6. Provost – only if additional compensation is over 33%, the Provost’s signature will be secured after VCRI reviews/approves.  
  7. ORA Payroll (hardcoded workflow field) – process for payment. 

Notes: 

- A form can be saved and finished at a later time. To do so, please click on “Other Actions – Finish Later”. 
- Each party will receive an email requiring action as part of the workflow process. Click on “Review Documents”. 
- All parties will receive an email confirmation upon completion of the form either by approval or if declined.