



April 4, 2013

All University Community

Walter F. Silva
Director

RE: Submission of Form 125A: Report for Facilitating Payroll Distribution for SUMMER 2013

The R&D Center is expecting considerable amount of Forms 125A during the SUMMER 2013 period. To guarantee compliance and on-time processing of your documents during this period, we are enforcing the deadlines for receiving the following **two documents together**:

- 1) **Form 125A: Report for Facilitating Payroll Distribution**
- 2) **Personnel and Budget Proposal Form (PAPP in Spanish).**

Those researchers who plan to work in research beginning from May 16th to June 30th (first half of summer, 1.5 Person Months maximum) must submit the two documents **no later than April 30th 2013.**

Those researchers that plan to work all summer period (May 16th to August 14th, 3 Person Months total) must submit the two documents **no later than April 30th 2013.**

Those researchers who plan to start working in research from June 30th and finish no later than August 14th (second half of summer, 1.5 Person Months maximum) must submit the two documents **no later than May 15, 2013.**

We strongly recommend having your summer research effort allocated no later than these dates. Forms 125A and PAPP will not be received nor processed after the specified periods.

Forms 125A could be modified during summer to add activities that involve change in Total Professional Effort (TPE); however, those changes will be accepted until **June 7th**. The only exception will be those cases when a project is approved during the summer session and the researcher included compensation for this period.



The R&D Center will be offering workshops on *How to Fill and Submit Form 125A* on the dates and times shown in the next table. Please reserve in advance because the space is limited. Form 125A is available at <http://cid.uprm.edu/page.php?id=30>. Do not use any other version of this form.

**WORKSHOP FOR SUBMISSION OF
FORM 125A: REPORT FOR FACILITATING PAYROLL DISTRIBUTION**

APRIL 2013

ALL WORKSHOPS WILL BE IN ROOM 123 – R&D CENTER

DAY	TIME
MONDAY 8	4:00 – 5:30 PM
FRIDAY 12	11:20 AM – 12:50 PM
TUESDAY 16	11:20 AM – 12:50 PM
THURSDAY 18	10:30 – 12:00 AM
MONDAY 22	4:00 – 5:30 PM

MAXIMUM: 30 PERSONS. PLEASE RESERVE IN ADVANCE.

For reservations please contact Janellis Valle at the following numbers 787-833-2975, 787-831-2065 or ext. 5250 or by e-mail at janellis.valle@upr.edu and please specify the date.

Form 125A
University of Puerto Rico
 Unit: _____



Report for Facilitating Payroll Distribution

Employee Name	Social Security
Department/Faculty	Position
Faculty () Professional () Non-Professional () Appointment Type: 9 months () 10 months () 12 months ()	Base Salary
EFFORT REPORT PERIOD: Fall ___ Spring ___ Summer ___ Year ___	() Amended
Effective Date of Payroll Distribution: _____	
Multi-campus and/or Projects funded by campuses other than the home campus of the professor Yes ___ No ___	
<small>If the answer is "Yes" the form will require the signature of the supra-campus projects Directors. See section below.</small>	

SPONSORED ACCOUNTS

CAMPUS OF THE ACCOUNT	ACCOUNT NUMBERS	COST CATEGORY/ MAJOR FUNCTION AND PROJECT TITLE	PERIOD OF PERFORMANCE BEGIN - END		LEVEL OF EFFORT %	AMOUNT TO BE CHARGED TO ACCOUNT
			MM/DD/YYYY	MM/DD/YYY		

COST SHARING

UNIVERSITY FUNDS

CAMPUS OF THE ACCOUNT	ACCOUNT NUMBERS	COST CATEGORY/ MAJOR FUNCTION AND PROJECT TITLE	PERIOD OF PERFORMANCE BEGIN - END			
			MM/DD/YYYY	MM/DD/YYY		

TOTAL COMPENSATION

100%

PAYMENTS PAID FOR OTHER WORK NOT INCLUDED IN THE BASE SALARY

Account Numbers	Type of work performed	AMT. Paid

COMMENTS

APPROVALS

_____ Employee Signature	_____ Date	_____ Project Directors of the Home campus of the faculty member	_____ Date
_____ Home Department Approver	_____ Date	_____	_____ Date
_____ Home Deanship Dean	_____ Date	_____	_____ Date
_____ Home Campus Chancellor	_____ Date	_____	_____ Date

APPROVAL FROM SUPRA-CAMPUS PROJECTS DIRECTORS

_____	_____	_____	_____	_____	_____
Campus of Project Director	Supra-Campus Project Director(s) from which the faculty receives compensation	Date	Campus of Project Director	Supra-Campus Project Director(s) from which the faculty receives compensation	Date

FINANCE OFFICE USE ONLY

Revised by: _____ Date: _____