

How to Create & Submit Your Summer Salary Appointment

**Electronic
Tools**

**Summer
Salary**

In the RF CUNY Website, Sing in

1. Go to Electronic Tools
2. Scroll down to Summer Salary and click on that module
3. On the Summer Salary dashboard, click on Appointment on the upper left hand corner of the page
4. Ensure that you are creating an appointment for the appropriate year
5. Enter your project number, employee name and summer salary amount
6. Review all entered information for accuracy and submit the appointment
7. OGRA's Director or Associate Director will contact you (the PI) if additional information is required
8. Once the appointments are created and approved, you must then submit payment authorizations for the respective summer salary pay period. Note that if you do not submit a summer salary payment authorization, you will not get paid!
9. Please contact OGRA with any questions on the summer salary system. The Summer Salary Manual is also available on our webpage and contains further in-depth information.