

\_\_Extra Service Appointment

\_\_Summer Assignment

\_\_Graduate Student

**EXCEPTION REPORT FOR NON-ACCRUING EMPLOYEES**

**(Summer Faculty, Graduate Student, Extra Service and Summer Appointments Only)**

Employee Name: Employee Number:

E-mail Address: Department:

Supervisor: Report Period (month/year):

Project-Task-Award Number:

[ ]  I CERTIFY THAT WITHIN THE REPORT PERIOD SPECIFIED ABOVE, I MET MY FULL RF OBLIGATION. ***OR***

[ ]  I CERTIFY THAT I MET MY FULL OBLIGATION FOR THE PERIOD SPECIFIED ABOVE WITH THE EXCEPTION OF THE FOLLOWING DATES: Click here to enter text.

EMPLOYEE SIGNATURE:

 Date:

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I certify the information on this report has been reviewed and is accurate to the best of my knowledge.

SUPERVISOR/PROJECT DIRECTOR SIGNATURE: Date:

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All Research Foundation Exempt Employees (Non-Accruing) must complete this exception report and submit a fully executed version to: Research Foundation Human Resources Office, Doty Hall, Room 318 within 30 days after the completion of the Report Period.

Revised June 2014