University of Puerto Rico
Central Administration
Resource Center for Science and Engineering

Internal Procedure to Process Form 125A Summer

Project Administrator (PA) RCSE

- If researcher works during summer only in RCSE projects, the PA will prepare Form 125-A with information provided by the Researcher
- If services are multi-campus, the PA receives Form 125-A completed by the Researcher
- PA preliminarily reviews committed and approved efforts in the proposal
- PA send Form 125-A to the Human Resources office for revision and salary confirmation

Human Resources Office (HR) RCSE

- HR verifies Professor's salary in Form 125-A
  - If salary is correct – Form 125-A is documented, initiated as correct, and returned to the PA
  - If salary is incorrect – Form 125-A is documented and returned to the PA for corrections

If salary is **correct**

- It is documented by HR, initiated as correct, and returned to the PA

If salary is **incorrect**

- It is documented by HR and returned to the PA for corrections

Project Administrator (PA) RCSE

- Makes corrections
- Processes signatures and/or endorsements

Project Administrator (PA) RCSE

- Once Form 125-A is verified and it is correct, the PA is responsible in collecting the required signatures, or receives form with all required signatures already included
- PA fills-out a Personnel Action Form and sends it to the RCSE Finance Office with Form 125-A duly verified, and copy of the approved budget in the proposal (Budget Justification) that justifies effort committed and payment

Finance Office (FO) RCSE

- Accountant in charge of the project verifies Form 125-A and the Personnel Action form submitted by the PA

Incorrect Form 125-A and/or Personnel Action Form

- Form is returned to the PA indicating that an error was found and requesting necessary corrections

Correct Form 125-A and/or Personnel Action Form

- Forms are initiated and sent to HR-RCSE

Human Resources Office (HR) RCSE

- Receives Personnel Action Form, Form 125-A, and relevant documentation
- Prepares form for payment (RH-T002), and processes required signatures
- Processes required letters
- Enter transaction in HRS
- Documents are archived in employee file