

**UNIVERSITY OF PUERTO RICO
CENTRAL ADMINISTRATION
RESOURCE CENTER FOR SCIENCE AND ENGINEERING**

INTERNAL PROCEDURE TO PROCESS FORM 125A DURING SUMMER

1. The Project Administrator (PA) of the RCSE verifies if the researcher will work in the summer with only RCSE projects. If so, the PA prepares Form 125A for the researcher. If the researcher has multi-campus projects, the PA will ask the researcher for Form 125A duly filled with relevant information concerning their summer commitment. Form must be completed in all its parts:
 - Unit
 - Full name of Researcher (Employee Name)
 - Department and Faculty
 - Position
 - Classification (Faculty, Professional, Non-Professional)
 - Appointment Type
 - Institutional Base Salary (IBS) (include documentation that validates IBS)
 - Effort Report Period and Year
 - The accounts to debit researcher's salary with the percentage of effort committed, including Campus, RCSE account number that will be used to pay effort (include Budget Justification and documentation to provide evidence of effort approved)
 - Researcher's signature in the "Approvals"- Employee Signature field
 - Form must be signed by the Home Department's Director, Dean and Chancellor
2. The Project Administrator preliminary reviews committed and approved effort in the proposals. Form 125A is sent to the Human Resources Office (HR) for revision and (IBS) confirmation.
3. If IBS is correct, HR will document, initiate as correct and return Form 125A to PA to continue with the process. If IBS is incorrect, HR will document salary and return Form 125A to PA for corrections, collect signatures and/or endorsement again, and continue with the process.
4. Once Form 125A is complete and correct, the Project Administrator is responsible in collecting the required signatures or receives Form 125A with all required signatures already included. The PA will prepare the Personnel Action form, and will send both forms to the RCSE Finance Office (FO) with relevant documentation to support the committed effort in the proposals (Budget Justification in the proposal as approved).
5. In the FO, the accountant reviews the information and verifies that both documents (Form 125A and Personnel Action) are in concordance to what is approved in the proposals. If both forms are correct, the accountant will initiate as correct and will send to HR. If any of the forms is incorrect, the accountant will return forms to the PA indicating the error to be corrected before re-submitting to the Finance Office.

6. Once the process is completed in the FO, the personnel action and Form 125A are initiated as correct and sent to the RCSE HR Office.
7. HR verifies all the information in both forms. All the information is double-checked; including information in the approved proposals. Once all information is verified and correct, a confirmation letter and Form 125A are sent to the Chancellor of the Researcher's Home Campus.
8. Once Chancellor's authorization is received, HR prepares form HR-T002 for payment, and collects required signatures. Once completed with all signatures, the transaction is entered into the HRS system and documents are archived in employee file.