



# **Managing Your 2025 External Summer Grant**



## Reminders & Updates for Summer 2025

- **Student Summer Research Employment Dates:** May 15th through August 14th
- **2025 Student Hourly Rate:** \$15.50/ hr.
- **Employment Forms:** Completed *Summer Research Employment and Supervisor Agreements* forms should be emailed to Sarah Peterson in Research and Sponsored Programs ([speterson@gustavus.edu](mailto:speterson@gustavus.edu)).
  - If a student's research continues into the academic year, additional paperwork must be filled out. You can find that information [here](#).
- **Students are not allowed to work over 40 hours per week.**



## Required Training for Students

- **Responsible Conduct of Research (RCR):** Required for all students paid from government funds.
  - Students must complete the online [CITI](#) training before attending the virtual RCR training with the Director of Undergraduate Research.
  - [RCR Website](#)
- **Lab Safety:** Lab safety training is required for all students conducting research in a lab, studio, or fieldwork setting. This is also located on the [CITI](#) website.
  - For undergraduate students, the course you will be taking is Lab Chemical Safety—Students.
  - For faculty/staff, the course you will be taking is Lab Chemical Safety—Faculty/Staff

If your student misses a required training, they cannot begin work. Additional information about these trainings can be found on the [Summer Student Research web page](#).

**By signing the *Summer Employee and Supervisor Agreement* you and your student have agreed to the following terms:**

1. Summer employees will be paid on the bi-weekly payroll. Please submit your time through MyGustavus by 10:00 a.m. on the Monday before the Friday payday.
2. The supervisor must approve student hours by the bi-weekly deadline in MyGustavus.
3. Summer employees may not work more than 40 hours per week during the summer without prior approval.
4. Any grant over expenditure, including additional hours worked over the awarded amount, must be covered by the Supervisor or Department.
5. A verified I9, W4, background check, and direct deposit are required to be completed and on file before you begin summer employment.
6. If the position is paid from Federal or State funds, you must agree to abide by the Gustavus Responsible Conduct of Research Policy and complete the mandatory training: [Research Ethics Website](#)
7. As a summer employee of Gustavus Adolphus College, you understand that you may have access to Gustavus' Confidential Information. You must agree as a condition of employment not to disclose any confidential information.

## Example of supervisor payroll reminder email message:

As a supervisor, you will receive two payroll reminder email messages from Renae Stierlen ([rstierle@gustavus.edu](mailto:rstierle@gustavus.edu)) in the Finance Office. One on **Thursday** and another on **Monday** before the payroll approval deadline.

The below text is an example of the email you will receive from Renae:

**Period 06/08/2024 - 06/21/2024 to be paid 06/28/2024**


In order for payroll processing, please remember to review and approve time entries for your summer employees **by noon, Monday, June 24th**.

## **Student forgot to submit hours on their timecard. Now what?**

- If the student submitted hours and the supervisor has not yet approved the hours, the student's hours can still be modified by the supervisor.
- Once hours have been approved by the supervisor it is too late to add the hours to the current payroll. The student must complete a Missed Hours – Previous Payroll form, which requires a supervisor's signature. This form is available on the Gustavus Finance Office website:  
[https://gustavus.edu/finance/concertFiles/media/Missed\\_Hours\\_Form\\_1.pdf](https://gustavus.edu/finance/concertFiles/media/Missed_Hours_Form_1.pdf)
- Completed forms should be returned to either Renae Stierlen or Barb Lundgren in the Finance Office. The missed hours will be added to the next payroll cycle.

## How do I know my remaining budget balance? How can I keep track of this?

- **External grants can be monitored in MyGustavus.** Payroll postings will take place on a bi-weekly basis. All other budget postings (such as lab supplies) will happen on a monthly basis after postings are complete (typically around the 11<sup>th</sup> or 12<sup>th</sup> of the month).
- **During the summer some postings are delayed.** For example, benefits and indirect cost postings will not happen until the end of summer. Do not rely 100% on your budget balance as the amount of money you have remaining to spend.
- **Student's accounts do not automatically close once they've worked their full awarded amount of hours.**
- If you need assistance, please ask us. We are here to help!



## How do my students pay their monthly on-campus housing bill?

- Housing charges will be charged monthly to the student's account.
- It is the student's responsibility to make payments to Student Accounts for their housing charges.
- **Please remind students that they are responsible for paying their summer housing bill.**





If you have questions about the materials contained in this resource guide, please reach out to Sarah Peterson ([speterson@gustavus.edu](mailto:speterson@gustavus.edu)).