|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Your Name:** | | | | | | |
| **Department:** | | **Title:** | | | | |
| **Banner ID:** | | **Today’s Date:** | | | | |
| **Current 9-month Annual Salary (for first 4 pay-periods) $\_\_\_\_\_ divided by 9**  **=$\_\_\_\_\_(monthly amt) divided by 2**  **=$\_\_\_\_\_\_\_\_\_(pay-period amt)** | | **Phone #** | | **Proposed 9-month Annual Salary (for remaining 2 pay-periods) $\_\_\_\_\_\_\_\_\_\_\_\_ divided by 9**  **=$\_\_\_\_\_\_\_\_\_(monthly amt) divided by 2**  **=$\_\_\_\_\_\_\_\_\_(pay-period amt)** | | |
| **Please check how many months you would like to be paid for:**  **\_\_\_\_ 1/2 month \_\_\_\_ 1 month \_\_\_ 2 months \_\_\_\_ 3 months** | | | | | | |
| **Please specify which periods you want to be paid for, what account number to use for each period, and the amount for each period.** | | | | | | |
| **Period** | **Pay Date** | **Fund** | | **Account Number** | **Amount** | ***CHECK IF NON-FEDERAL FUNDS*** |
| May 5 – May 18, 2025 | May 23, 2025 |  | |  |  |  |
| May 19 – June 1, 2025 | June 6, 2025 |  | |  |  |  |
| June 2 - June 15, 2025 | June 20, 2025 |  | |  |  |  |
| June 16 – June 29, 2025 | July 4, 2025 |  | |  |  |  |
| June 30 - July 13, 2025 | July 18, 2025 |  | |  |  |  |
| July 14 – July 27, 2025 | August 1, 2025 |  | |  |  |  |
| **Approvals:** | | | | | | |
| (1) Employee Date | | | (4) Restricted Funds Date | | | |
| (2) Principal Investigator Date | | | (5) VP, Research Date | | | |
| (3) Research Office Date | | | (6) VP, Admin & Finance Date | | | |