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| --- |
| **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 |