|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 6 – May 19, 2024 | May 24, 2024 |  | |  |  |  |
| May 20 – June 2, 2024 | June 7, 2024 |  | |  |  |  |
| June 3 - June 16, 2024 | June 21, 2024 |  | |  |  |  |
| June 17 – June 30, 2024 | July 5, 2024 |  | |  |  |  |
| July 1 - July 14, 2024 | July 19, 2024 |  | |  |  |  |
| July 15 – July 28, 2024 | August 2, 2024 |  | |  |  |  |
| **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 | | | |