|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 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 13 – May 26, 2019 | May 31, 2019 |  | |  |  |  |
| May 27 – June 9, 2019 | June 14, 2019 |  | |  |  |  |
| June 10 - June 23, 2019 | June 28, 2019 |  | |  |  |  |
| June 24 – July 7, 2019 | July 12, 2019 |  | |  |  |  |
| July 8 - July 21, 2019 | July 26, 2019 |  | |  |  |  |
| July 22 – August 4, 2019 | August 9, 2019 |  | |  |  |  |
| **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 | | | |