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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 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 |