



Calculation of Lump Sum Annual Leave Payment

SYSTEM PART #: _____ ADLOC #: _____ ADLOC NAME: _____

1. First Name M.I. Last Name 2. UIN 3. Term Date 4. Monthly or Bi Weekly FTE

Calculation to determine hourly rate for **MONTHLY EMPLOYEES**.

5. **ALL MONTHLY EMPLOYEES** - Begin Here
 FTE MONTHLY RATE * 12 = ANNUAL SALARY / 2080 = HOURLY RATE OF PAY

ALL BIWEEKLY EMPLOYEES BEGIN HERE.

6. ACCRUED ANNUAL LEAVE HOURS + HOLIDAY HOURS** = TOTAL ACCRUED LEAVE & HOLIDAY HOURS*

7. **TOTAL HOURS** * Enter In: **HOURLY RATE** = **GROSS PAY DUE**

**Calculation of Accrued Annual Leave begins the day after termination and goes forward in time to include holidays falling within that time span if employee is eligible.

SUPPLEMENTAL MONTHLY BUDGET VERIFICATION

It is not necessary for departments to complete the account information due to the new ACAP provisions. The Payroll Office will complete.

UIN	PIN	NAME		GROSS PAY DUE	PART & ACCOUNT	SUPP. ACCT	ACCT ANALYSIS
		CODE	TITLE				

ACCT %:

UIN	PIN	NAME		GROSS PAY DUE	PART & ACCOUNT	SUPP. ACCT	ACCT ANALYSIS
		CODE	TITLE				

ACCT %:

UIN	PIN	NAME		GROSS PAY DUE	PART & ACCOUNT	SUPP. ACCT	ACCT ANALYSIS
		CODE	TITLE				

I certify that I am acquainted with the employee listed on this payroll and that I have received necessary details from persons privy to and technically qualified to substantiate effort distribution, and that to the best of my knowledge and belief, each employee is entitled to the payment shown in this voucher. The distribution of pay between departments and projects is correct and properly represented by the percentage of effort indicated unless subsequent written notice is given by me. This statement is issued as the after-the-fact certification for grants and contracts, unless I contact the Fiscal Office of any changes.

Date: _____

Signature: _____