

OLD DOMINION UNIVERSITY REQUEST FOR TEMPORARY PAY

AUTHORIZATION/APPROVAL

SUPERVISOR		DATE
BUDGET UNIT DIRECTOR	APPROVE DI APPROVE	DATE
VICE PRESIDENT & DEIGNEE	APPROVE DI APPROVE	DATE
HUMAN RESOURCE REPRESENTATIVE	APPROVE <input type="checkbox"/> DI APPROVE <input type="checkbox"/>	DATE
UNIVERSITY BUDGET OFFICER & DEIGNEE	APPROVE <input type="checkbox"/> DI APPROVE <input type="checkbox"/>	DATE

FUNDING BUDGET CALCULATION EXAMPLE

Prorate operating year costs per the effective date of the beginning pay period for temporary pay should be calculated based upon the current pay schedule below:

Dates Of Pay Period				Pay Period #	# of Pays Remaining in Fiscal Year	
June	1	-	June	4	1	4
June	5	-	Jul	9		3
Jul	1	-	Jul	4	3	
Jul	5	-	August	9	4	1
August	1	-	August	4	5	
August	5	-	September	9		19
September	1	-	September	4	7	18
September	5	-	October	9	8	17
October	1	-	October	4	9	1
October	5	-	November	9	1	15
November	1	-	November	4	11	14
November	5	-	December	9	1	13
December	1	-	December	4	13	1
December	5	-	Januar	9	14	11
Januar	1	-	Januar	4	15	1
Januar	5	-	Februar	9	1	9
Februar	1	-	Februar	4	17	8
Februar	5	-	March	9	18	7
March	1	-	March	4	19	
March	5	-	April	9		5
April	1	-	April	4	1	4

