

SUMMER PAY REQUEST 2020
ARCHITECTURE, PLANNING & DESIGN
KANSAS STATE UNIVERSITY

Due two weeks before the pay period begins.

Name		Department	
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PAY PERIODS SUMMER 2020:

Select	Begin Date	FY	End Date		Pay Received	Please indicate funding account
	May 17, 2020	20	May 30, 2020		June 12	
	May 31, 2020	20	June 13, 2020		June 26	
	June 14, 2020	21	June 27, 2020		July 10	
	June 28, 2020	21	July 11, 2020		July 24	
	July 12, 2020	21	July 25, 2020		Aug 7	
	July 26, 2020	21	Aug 8, 2020		Aug 21	

APPOINTMENT INFORMATION:

For employees currently on 9-month benefit-eligible positions. Place an "X" in appropriate box.		
Summer School Appointment	Record #10	
Summer Appointment	Record #11	

POSITION INFORMATION:

Job Title		FTE/Percent Time	
Gross (before deductions)			
Biweekly Compensation Rate			
Hourly Compensation Rate			
Please note that the actual cost of the pay check, for the department, will include the compensation rate plus 18.14% for employer paid benefits, retirement etc. <i>(Example: \$5000 bi-weekly rate x 18.14% benefits \$907. 5000 + 907 = \$5907 cost to department)</i> Nine month faculty will not have a Health Insurance deduction from summer paychecks. <i>(Example: Department account has \$5000 available, 5000 divided by 1.1814% for benefits = \$4232 gross pay)</i>			

ADDITIONAL INFORMATION:

 Signature of Employee Date: _____

 Signature of Unit or Department Head, or Dean Date: _____