

SUMMER PAY REQUEST 2023

ARCHITECTURE, PLANNING & DESIGN

Due two weeks before the pay period begins.

Name		Department	
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PAY PERIODS SUMMER 2023:

Select	Begin Date	FY	End Date		Pay Received	Please indicate funding account
	May 14, 2023	23	May 27, 2023		June 9	
	May 28, 2023	23	June 10, 2023		June 23	
	June 11, 2023	24	June 24, 2023		July 7	
	June 25, 2023	24	July 8, 2023		July 21	
	July 9, 2023	24	July 22, 2023		Aug 4	
	July 23, 2023	24	Aug 5, 2023		Aug 18	

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, Estimate	
Gross (before deductions)			
Biweekly Compensation Rate			
Hourly Compensation Rate			
<p>Please note that the actual cost of the pay check, for the department, will include the compensation rate plus approximately 18.% for employer paid benefits, retirement etc. Nine month faculty will not have a Health Insurance deduction from summer paychecks.</p> <p><i>(Example: \$5000 bi-weekly rate x 18% benefits \$900 = \$5900 cost to department)</i></p> <p><i>(Example: Department account has \$5000 available, 5000 divided by 1.18% for benefits = \$4237 gross pay)</i></p>			

ADDITIONAL INFORMATION:

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Signature of Employee

Date: _____

Signature of Unit or Department Head, or Dean

Date: _____