



# OLD DOMINION UNIVERSITY REQUEST FOR TEMPORARY PAY

## AUTHORIZATION/APPROVAL

<b>SUPERVISOR</b>		<b>DATE</b>
<b>BUDGET UNIT DIRECTOR</b>	<b>APPROVE</b> <b>DI APPROVE</b>	<b>DATE</b>
<b>VICE PRESIDENT of DE IGNEE</b>	<b>APPROVE</b> <b>DI APPROVE</b>	<b>DATE</b>
<b>HUMAN RESOURCE REPRESENTATIVE</b>	<b>APPROVE</b> <input type="checkbox"/> <b>DI APPROVE</b> <input type="checkbox"/>	<b>DATE</b>
<b>UNIVERSITY BUDGET OFFICER of DE IGNEE</b>	<b>APPROVE</b> <input type="checkbox"/> <b>DI APPROVE</b> <input type="checkbox"/>	<b>DATE</b>

## 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

