

Name: **Example #1**

Employee ID: **1934343**

Academic Base Salary: **147,252.60**

*Last, First, M.I.*

Home HR Dept #: **999900**

Home Dept Name: **Human Resources**

Annual Salary from only 9 Month Appointments: **147,252.60**  
*(used to calculate summer salary)*

**New**  
Attach a printout of employee's Current Salary page from FASIS.

**Change Funding**  
Attach original request form with lines through changed funding.

**Add'l Sequence**  
Submit Add'l Sequences on new forms; attach original request.

**Change Amount**  
Attach original request form with lines through changed amounts.

<u>Pay Detail</u>				<u>Approvals</u>			
Seq #	Effective Date	End Date	Flat Amount	PRINT Name of Person Completing Form	Date	Phone	
1	JUNE KELLOGG/MEDILL	6/1/2016		Faculty Signature (if required)	/ /	Phone	
1	JUNE	6/16/2016	8,180.70	Authorized Dept/Center BA Signature	/ /	Phone	
2	JULY	7/1/2016	16,361.40	Authorized Dept/Center BA Signature	/ /	Phone	
3	AUGUST	8/1/2016	16,361.40	Authorized Home School Signature	/ /	Phone	
4	SEPTEMBER	9/1/2016		OR Signature (for OR Ctr Director/Co-Dir)	/ /	Phone	
			<b>40,903.50</b>	<b>Note: ASRSP signature is no longer required.</b>			
			<b>Grand Total</b>				

If over 2.5 months salary is being requested and grant funded, a completed pre-certification form signed by faculty, chair/division chief, dean and VPR must be attached.

<u>Pay Distribution</u>				<u>Approvals</u>							
NIH	NSF	Seq #	Fund	Financial Dept	Project	Acty Cd	Chartfield	Account	Percent	Pay Period Start Date	Pay Period End Date
		1,2,3	610	9900000	69912345	01		60020	57.0000	6/1/2016	8/31/2016
		1,2,3	610	9900000	69922332	01		60020	43.0000	6/1/2016	8/31/2016

Chartstring must be open for form to be considered complete. Form will be considered late if chartstring is not open by cut-off date. These percentages will not directly relate to effort if faculty has multiple paid appointments with different contract periods.

COMMENTS: **Simple new payment request for June, July, and August with same distribution.**

Name: **Example #2**

Employee ID: **1934343**

Academic Base Salary: **147,252.60**

Home HR Dept #: **999900**

Home Dept Name: **Human Resources**

Annual Salary from only 9 Month Appointments: **147,252.60**  
*(used to calculate summer salary)*

**Change Funding**  
Attach original request form with lines through changed funding.

**New**  
Attach a printout of employee's Current Salary page from FASIS.

**Add'l Sequence**  
Submit Add'l Sequences on new forms; attach original request through changed amounts.

**Change Amount**  
Attach original request form with lines through changed amounts.

**Pay Detail**

Seq #	Effective Date	End Date	Flat Amount
1	JUNE 6/1/2016	6/30/2016	
1	JUNE 6/16/2016	6/30/2016	
2	JULY 7/1/2016	7/31/2016	
3	AUGUST 8/1/2016	8/31/2016	
4	SEPTEMBER 9/1/2016	9/15/2016	8,180.70
			<b>8,180.70</b>
			<b>Grand Total</b>

If over 2.5 months salary is being requested and grant funded, a completed pre-certification form signed by faculty, chair/division chief, dean and VPR must be attached.

**Approvals**

PRINT Name of Person Completing Form	Date	Phone
Faculty Signature (if required)	/ /	Phone
Authorized Dept/Center BA Signature	/ /	Phone
Authorized Dept/Center BA Signature	/ /	Phone
Authorized Home School Signature	/ /	Phone
OR Signature (for OR Ctr Director/Co-Dir)	/ /	Phone

Note: ASRSP signature is no longer required.

**Pay Distribution**

Chartstring must be open for form to be considered complete. Form will be considered late if chartstring is not open by cut-off date. These percentages will not directly relate to effort if faculty has multiple paid appointments with different contract periods.

NIH	NSF	Seq #	Fund	Financial Dept	Project	Acty Cd	Chartfield	Account	Percent	Pay Period Start Date	Pay Period End Date
		4	110	9900000				60020	100.0000	9/1/2016	9/30/2016

COMMENTS:

Adding September's 1/2-month payment to Example #1. A copy of the original form must be included.

Name: **Example #3**

Employee ID: **1934343**

Academic Base Salary: **167,365.80**

Home HR Dept #: **999900**

Home Dept Name: **Human Resources**

Annual Salary from only 9 Month Appointments: **167,365.80**  
*(used to calculate summer salary)*

**New**  
Attach a printout of employee's Current Salary page from FASIS.

**Add'l Sequence**  
Submit Add'l Sequences on new forms; attach original request.

**Change Funding**  
Attach original request form with lines through changed funding.

**Change Amount**  
Attach original request form with lines through changed amounts.

<u>Pay Detail</u>				<u>Approvals</u>			
Seq #	Effective Date	End Date	Flat Amount	PRINT Name of Person Completing Form	Date	Phone	
1	JUNE 6/1/2016	6/30/2016		Faculty Signature (if required)	/ /	Phone	
1	JUNE 6/16/2016	6/30/2016	9,298.10	Authorized Dept/Center BA Signature	/ /	Phone	
2	JULY 7/1/2016	7/31/2016	18,596.20	Authorized Dept/Center BA Signature	/ /	Phone	
3	AUGUST 8/1/2016	8/31/2016	18,596.20	Authorized Home School Signature	/ /	Phone	
4	SEPTEMBER 9/1/2016	9/15/2016		OR Signature (for OR Ctr Director/Co-Dir)	/ /	Phone	
			<b>46,490.50</b>				
			<b>Grand Total</b>				

If over 2.5 months salary is being requested and grant funded, a completed pre-certification form signed by faculty, chair/division chief, dean and VPR must be attached.

Note: ASRSP signature is no longer required.

<u>Pay Distribution</u>											
NIH	NSF	Seq #	Fund	Financial Dept	Project	Acty Cd	Chartfield	Account	Percent	Pay Period Start Date	Pay Period End Date
		1	610	9900000	69912345	01		60020	57.0000	6/1/2016	6/30/2016
		1	610	9900000	61122332	01		60020	43.0000	6/1/2016	6/30/2016
		2	610	9900000	69912345	01		60020	63.3000	7/1/2016	7/31/2016
		2	610	9900000	61122332	01		60020	36.7000	7/1/2016	7/31/2016
		3	610	9900000	69900400	01		60020	100.0000	8/1/2016	8/31/2016

Chartstring must be open for form to be considered complete. Form will be considered late if chartstring is not open by cut-off date. These percentages will not directly relate to effort if faculty has multiple paid appointments with different contract periods.

COMMENTS: **New request with different funding distribution each month.**

Name: **Example #4**

Employee ID: **1934343**

Academic Base Salary: **167,365.80**

New  
Attach a printout of employee's Current Salary page from FASIS.

Change Funding  
Attach original request form with lines through changed funding.

Home HR Dept #: **999900**

Home Dept Name: **Human Resources**

Annual Salary from only 9 Month Appointments: **167,365.80**  
*(used to calculate summer salary)*

Add'l Sequence  
Submit Add'l Sequences on new forms; attach original request.

Change Amount  
Attach original request form with lines through changed amounts.

<u>Pay Detail</u>				<u>Approvals</u>			
Seq #	Effective Date	End Date	Flat Amount	PRINT Name of Person Completing Form	Date	Phone	
1	JUNE KELLOGG/MEDILL	6/1/2016		Faculty Signature (if required)	/ /		
1	JUNE	6/16/2016		Authorized Dept/Center BA Signature	/ /		
2	JULY	7/1/2016		Authorized Dept/Center BA Signature	/ /		
3	AUGUST	8/1/2016		Authorized Home School Signature	/ /		
4	SEPTEMBER	9/1/2016		OR Signature (for OR Ctr Director/Co-Dir)	/ /		
			<b>0.00</b>				
			<b>Grand Total</b>				

If over 2.5 months salary is being requested and grant funded, a completed pre-certification form signed by faculty, chair/division chief, dean and VPR must be attached.

Note: ASRSP signature is no longer required.

<u>Pay Distribution</u>				<u>Payroll Only</u>							
NIH	NSF	Seq #	Fund	Financial Dept	Project	Acty Cd	Chartfield	Account	Percent	Pay Period Start Date	Pay Period End Date
		3	610	9900000	69900400	01		60020	92.4452	8/1/2016	8/31/2016
		3	610	9900000	64400123	01		60020	7.5548	8/1/2016	8/31/2016

Chartstring must be open for form to be considered complete. Form will be considered late if chartstring is not open by cut-off date. These percentages will not directly relate to effort if faculty has multiple paid appointments with different contract periods.

COMMENTS: Changing the funding distribution from Example #3; attach copy of original request with line through August funding.

Name: **Example #5**

Employee ID: **1934343**

Academic Base Salary: **187,121.79**

*Last, First, M.I.*

Home HR Dept #: **999900**

Home Dept Name: **Human Resources**

Annual Salary from only 9 Month Appointments: **187,121.79**  
*(used to calculate summer salary)*

**New**  
Attach a printout of employee's Current Salary page from FASIS.

**Change Funding**  
Attach original request form with lines through changed funding.

**Add'l Sequence**  
Submit Add'l Sequences on new forms; attach original request.

**Change Amount**  
Attach original request form with lines through changed amounts.

<u>Pay Detail</u>				<u>Approvals</u>			
Seq #	Effective Date	End Date	Flat Amount	PRINT Name of Person Completing Form	Date	Phone	
1	JUNE KELLOGG/MEDILL	6/1/2016		Faculty Signature (if required)	/ /	Phone	
1	JUNE	6/16/2016	10,395.66	Authorized Dept/Center BA Signature	/ /	Phone	
2	JULY	7/1/2016	20,791.31	Authorized Dept/Center BA Signature	/ /	Phone	
3	AUGUST	8/1/2016	20,791.31	Authorized Home School Signature	/ /	Phone	
4	SEPTEMBER	9/1/2016	10,395.66	OR Signature (for OR Ctr Director/Co-Dir)	/ /	Phone	
			<b>62,373.94</b>				
			<b>Grand Total</b>				

If over 2.5 months salary is being requested and grant funded, a completed pre-certification form signed by faculty, chair/division chief, dean and VPR must be attached.

Note: ASRSP signature is no longer required.

<u>Pay Distribution</u>				<u>Payroll Only</u>							
NIH	NSF	Seq #	Fund	Financial Dept	Project	Acty Cd	Chartfield	Account	Percent	Pay Period Start Date	Pay Period End Date
<input checked="" type="checkbox"/>		1,2,3	610	9900000	69958677	01		60020	74.1896	6/1/2016	8/31/2016
		1,2,3	110	9900000				60020	25.8104	6/1/2016	8/31/2016
		4	110	9900000				60020	100.0000	9/1/2016	9/30/2016

Chartstring must be open for form to be considered complete. Form will be considered late if chartstring is not open by cut-off date. These percentages will not directly relate to effort if faculty has multiple paid appointments with different contract periods.

COMMENTS: **New request with NIH funding, utilizing the 2016 NIH cap of \$15,425.**