



# OLD DOMINION UNIVERSITY REQUEST FOR TEMPORARY PAY

## AUTHORIZATION/APPROVAL

SUPERVISOR		DATE
BUDGET UNIT DIRECTOR	APPROVE <input type="checkbox"/> DI APPROVE <input type="checkbox"/>	DATE
VICE PRESIDENT or DEIGNEE	APPROVE <input type="checkbox"/> DI APPROVE <input type="checkbox"/>	DATE
UMAN RESOURCE REPRESENTATIVE	APPROVE <input type="checkbox"/> DI APPROVE <input type="checkbox"/>	DATE
UNIVERSITY BUDGET OFFICER or 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 Pay 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	-	January	9	14	11
January	1	-	January	4	15	1
January	5	-	February	9	1	9
February	1	-	February	4	17	8
February	5	-	March	9	18	7
March	1	-	March	4	19	
March	5	-	April	9		5
April	1	-	April	4	1	4

