

# OLD DOMINION UNIVERSITY REQUEST FOR TEMPORARY PAY FOR ADMINISTRATIVE AND PROFESSIONAL FACULTY

## 1. EMPLOYEE'S PERSONAL/DEPARTMENT DATA

A. EMPLOYEE NAME (First, Last, Middle Initial)	B. EMPLOYEE UIN	
C. DEPARTMENT NAME	D. DEPARTMENT BUDGET CODE	E. VP AREA
F. BEGIN DATE OF TEMPORARY ASSIGNMENT/SPECIAL PROJECT	G. END DATE OF TEMPORARY ASSIGNMENT/SPECIAL PROJECT (May not exceed six months.)	

## 2. EMPLOYEE'S POSITION/SALARY DATA

A. EMPLOYEE'S POSITION NUMBER	B. EMPLOYEE'S TITLE	C. EMPLOYEE'S CURRENT SALARY
D. IF ASSUMING DUTIES OF ANOTHER POSITION, INDICATE PERCENTAGE OF DUTIES BEING ASSUMED (PROVIDE AN EXPLANATION OF DUTIES IN SECTION 4 BELOW)  _____ %		E. IF ASSUMING DUTIES OF ANOTHER POSITION, LIST THAT POSITION NUMBER AND TITLE:
F. PROPOSED ANNUALIZED SALARY AND PERCENTAGE INCREASE <b>OVER CURRENT SALARY</b>  _____ % NEW SALARY _____		G. TOTAL ADDITIONAL FUNDING REQUESTED

## 3. BUDGET INFORMATION – AUTHORIZATION TO TRANSFER FUNDS - PRORATED AMOUNT FOR PERIOD OF TEMPORARY PAY (CALCULATE PER CHART ON PAGE 2)


A. OPERATING SALARY COST	B. OPERATING FRINGE BENEFIT COST	C. TOTAL PRORATED AMOUNT
D. <b>BY COMPLETING THIS SECTION, YOU ARE AUTHORIZING THE BUDGET OFFICE TO MAKE THE TRANSFER TO COVER SALARY AND BENEFIT COSTS.</b>		
TRANSFER FUNDS FROM:	BUDGET CODE	SUBOBJECT CODE
	BUDGET CODE	SUBOBJECT CODE
		AMOUNT
		AMOUNT

## 4. JUSTIFICATION FOR TEMPORARY PAY

Describe the duties employee will be assuming and/or the special project being assigned and the business need which will be fulfilled by these duties/special project being performed.

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### 5. AUTHORIZATION/APPROVAL

<b>SUPERVISOR</b>		DATE
<b>BUDGET UNIT DIRECTOR</b>	APPROVE <input type="checkbox"/> DISAPPROVE <input type="checkbox"/>	DATE
<b>VICE PRESIDENT or DESIGNEE</b>	APPROVE <input type="checkbox"/> DISAPPROVE <input type="checkbox"/>	DATE
<b>HUMAN RESOURCES REPRESENTATIVE</b>	APPROVE <input type="checkbox"/> DISAPPROVE <input type="checkbox"/>	DATE
<b>UNIVERSITY BUDGET OFFICER or DESIGNEE</b>	APPROVE <input type="checkbox"/> DISAPPROVE <input type="checkbox"/>	DATE

### FUNDING BUDGET CALCULATION EXAMPLE

Prorated 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	10	-	June	24	1	24
June	25	-	July	9	2	23
July	10	-	July	24	3	22
July	25	-	August	9	4	21
August	10	-	August	24	5	20
August	25	-	September	9	6	19
September	10	-	September	24	7	18
September	25	-	October	9	8	17
October	10	-	October	24	9	16
October	25	-	November	9	10	15
November	10	-	November	24	11	14
November	25	-	December	9	12	13
December	10	-	December	24	13	12
December	25	-	January	9	14	11
January	10	-	January	24	15	10
January	25	-	February	9	16	9
February	10	-	February	24	17	8
February	25	-	March	9	18	7
March	10	-	March	24	19	6
March	25	-	April	9	20	5
April	10	-	April	24	21	4
April	25	-	May	9	22	3
May	10	-	May	24	23	2
May	25	-	June	9	24	1

Example: Effective Pay Period Dates for Temporary Pay: December 10 through April 24  
 From Salary Value \$50,000 to Salary Value \$55,000 = \$ 5,000 which is amount or increase to be prorated

Calculation of OPERATING Costs for the Temporary Pay Assignment Timeframe:

**Operating Salary Cost**= Base Salary Cost divided by 24 (number of pay periods per year) multiplied by the number of pay periods during the dates of temporary pay = \$5,000 divided by 24 multiplied by 9 = **\$1,875 (insert this amount into Section 3.A.)**

**Operating Fringe Benefits Cost** = Operating Salary Cost multiplied by current fringe benefit rate (7.65%) = \$1,875 x 0.0765 = **\$143.43 (insert this amount into Section 3.B.)**

**TOTAL PRORATED AMOUNT: \$1,875.00 + \$143.43 = \$2,018.43 (insert this amount into Section 3.C.)**