

JUL 1 – DEC 31 2016

Faculty Member's Name: _____

UID: _____

Annual Salary: _____

Monthly Salary: _____

For Summer Salary, return to Sara K Harris by: _____

Dates to be Paid	# of months to be paid	Account Number to be Charged	I am using Salary Savings	I need to charge an account for Salary Savings*	For Office Use Only			
					Base	Annual	Dept Annual	Commitment
*CF For Fall Salary Savings AUG 16 – DEC 31			<input type="checkbox"/>	<input checked="" type="checkbox"/>				
*CF For Fall Salary Savings AUG 16 – DEC 31			<input type="checkbox"/>	<input checked="" type="checkbox"/>				
JUL 1 – AUG 15		704-02-05	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
JUL 1 – AUG 15								
CF for 1 st Course Buyout AUG 16 – DEC 31	1.0 mo							
CF for 2 nd Course Buyout AUG 16 – DEC 31	1.5 mo							

***If you are working on a grant during the academic year, charge the grant for your time/effort. This will create "salary savings" that you can use to pay for your department effort during the summer (using 704-02-05). Spring effort on grants generates funds for MAY 16-JUN 30. Fall effort on grants generates funds for JUL 1 – AUG 15.**

 Signature of Faculty Member

 Date

JAN 1 – JUN 30 2017

Faculty Member's Name: _____

UID: _____

Annual Salary: _____

Monthly Salary: _____

For Summer Salary, return to Sara K Harris by: _____

Dates to be Paid	# of months to be paid	Account Number to be Charged	I am using Salary Savings	I need to charge an account for Salary Savings*	For Office Use Only			
					Base	Annual	Dept Annual	Commitment
CF for 1 st Course Buyout JAN 1 – MAY 15	1.0 mo							
CF for 2 nd Course Buyout JAN 1 – MAY 15	1.5 mo							
MAY 16 – JUN 30								
MAY 16 – JUN 30		704-02-05	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
*CF For Spring Salary Savings JAN 1 – MAY 15			<input type="checkbox"/>	<input checked="" type="checkbox"/>				
*CF For Spring Salary Savings JAN 1 – MAY 15			<input type="checkbox"/>	<input checked="" type="checkbox"/>				
*CF For Spring Salary Savings JAN 1 – MAY 15			<input type="checkbox"/>	<input checked="" type="checkbox"/>				

***If you are working on a grant during the academic year, charge the grant for your time/effort. This will create "salary savings" that you can use to pay for your department effort during the summer (using 704-02-05). Spring effort on grants generates funds for MAY 16-JUN 30. Fall effort on grants generates funds for JUL 1 – AUG 15.**

 Signature of Faculty Member

 Date