

University of Richmond

Faculty Leave of Absence PAF

Employee Information

UR ID First
Last

Payroll Information

Position # Leave Status
Position Title Leave Type
Contract Salary Contracted Pays Elected to be paid over 12 months
Contract Monthly Salary Monthly Pay
Deferred Amount
Payroll Begin Date Payroll End Date
First day of the payroll month in Leave status *Last day of the payroll month in Leave status*
August 1 for Fall; January 1 for Spring *December 31 for Fall; May 31 for Spring and full-time 10-pay; July 31*
for full-time 12-pay and Directors

Labor Distribution

Fund	Org	Acct	Index	%

Comments

Approvals - As required by your division or department

Preparer Date
Approver or PI (Grants) Date
Grants Accounting Manager Date
Dean Date
Provost Date

HR/Payroll Use Only

Human Resources Date