

University of Richmond

Personnel Action Form

Faculty Leave of Absence

Form to be used to initiate faculty leave.

Employee Information PEAEMPL

UR ID

Last

First

Payroll Assignment Information NBAJOBS

Position Number

Leave Status

Position Title

Leave Type

Contract Salary

Contracted Pays

Elected to be paid over 12 months

Contract Monthly Salary

Contract Monthly Pay

Payroll Start Date

Payroll End

* First day of the payroll month in Leave status*

Last Day of the payroll month in Leave status

August 1 for Fall

Check Job and Labor Distribution tab on PEIESUM for number of pays to determine if payroll end date should be May 31 or July 31 for Spring

January 1 for Spring

Labor Cost Center

Fund	Org	Acct	Index	%
			Index	

Comments

Approval Routing

Preparer

Date

Approver

Date

Dean

Date

Provost

Date

HR/Payroll/Budgeting

Human Resources

Date