

# VACATION PAYOUT AT SEPARATION FORM

UNIVERSITY OF PENNSYLVANIA  
PLEASE TYPE OR PRINT CLEARLY

PAYROLL DEPARTMENT

**NOTE: RECORD MUST BE TERMINATED TO RECEIVE PAYMENT**

Revised 5/1/01

A. EMPLOYEE INFORMATION (ENTER THE PAYROLL INFORMATION FOR THE EMPLOYEE BEING PAID)	
EMPLOYEE NAME _____	TITLE _____
HOME SCH/CENTER _____	HOME DEPT _____
PAY CYCLE <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY	DATE OF TERMINATION _____
IS RECORD TERMINATED? <input type="checkbox"/> YES <input type="checkbox"/> NO	

B. PAYMENT CALCULATION = DAILY RATE * DAYS AVAILABLE (NOT TO EXCEED 24 DAYS)	
MONTHLY SALARY = _____ / 22 (DAYS) = _____	= DAILY RATE * VAC DAYS BALANCE _____ = _____
WEEKLY SALARY = _____ / 5 (DAYS) = _____	= DAILY RATE * VAC DAYS BALANCE _____ = _____
UNION/HOURLY EMPLOYEES:	
HOURLY RATE = _____ * DAILY HOURS _____	= DAILY RATE * VAC DAYS BALANCE _____ = _____

C. APPROVALS (PAYMENT WILL NOT BE MADE WITHOUT TWO DIFFERENT SIGNATURES)				
	AUTHORIZED SIGNATURE	PRINTED NAME	EMAIL	DATE
Paying Dept.	_____	_____	_____	_____
Home Dept.	_____	_____	_____	_____
Home Sch/Ctr	_____	_____	_____	_____
	AUTHORIZED SIGNATURE		PHONE EXT	DATE
Provost (Faculty Only)	_____	_____	_____	_____
Research Services (5xxxxx Funds Only)	_____	_____	_____	_____

EMPLOYEE ID	PAY END DATE (MM/DD/YY)	EARN TYPE	JOB CLASS CODE
- -	_____	VCT	_____

AMOUNT DUE	CNAC(3)	ORG(4)	BC(1)	FUND(6)	OBG(4)	PROG(4)	CREF(4)

26 Digit -Account Number (# in each segment)