



**MONTHLY SUPPLEMENTAL LUMP SUM PAY WORKSHEET**

A. NAME:	<input type="text"/>	D. TERMINATION DATE:	<input type="text"/>
B. SOCIAL SECURITY NUMBER:	<input type="text"/>	E. TOTAL HRS FOR PAY-ANNUAL LEAVE	<input type="text"/>
C. MONTHLY RATE OF PAY @ 100% (FTE)	<input type="text"/>	F. TOTAL HRS FOR PAY-SICK LEAVE	<input type="text"/>
		G. TOTAL HRS FOR PAY-HOLIDAYS	<input type="text"/>

LUMP SUM ACCRUED VACATION/SICK LEAVE PAY			
Annual Salary (FTE monthly rate at last accrual X 12)	Divided By	<u>2080</u> = Hourly Rate of Pay (Average working hours per year set by State)	
<b>ACCRUED ANNUAL LEAVE HOURS DUE</b> (including holidays)		X Hourly Rate	= GROSS PAY DUE
** Maximum lump sum vacation is 784 hours.			
<b>ACCRUED SICK LEAVE HOURS DUE</b> (including holidays)		X Hourly Rate	= GROSS PAY DUE
** Maximum lump sum sick leave for estate of deceased employee is 336 hours (Note: Sick leave payments are paid only as a part of Death Benefits due.)			
**Calculation of Accrued Annual Leave and Sick Leave begins the day after termination and goes forward in time to include holidays falling within that time span if employee is eligible. Refer to TAMUS Regulation 31.04.01			

**Attach Worksheet to Supplemental BVD**

<p>TAMU--Submit to:</p> <p>Payroll Services General Services Complex, Suite 1201 MS 1261 <a href="mailto:payroll@tamu.edu">payroll@tamu.edu</a> Fax (979) 845 - 4134</p>	<p>TAMUG--Submit to:</p> <p>Payroll Services Sea Aggie Center, Bldg 3026 Suite 800, Room 807 <a href="mailto:payroll@tamug.edu">payroll@tamug.edu</a> Fax (409) 740 - 4573</p>	<p>Need Help?</p> <p>College Station - <a href="mailto:payroll@tamu.edu">payroll@tamu.edu</a> Team PhD - 845-2782 or 845-2787 Team CEO - 862-2898 or 845-2760 Team PALS - 845-2797 or 845-4737 Galveston - <a href="mailto:payroll@tamug.edu">payroll@tamug.edu</a> (409) 740-4837</p>
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