



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	<input type="text"/>	Divided By	2080	= Hourly Rate of Pay	<input type="text"/>
(FTE monthly rate at last accrual X 12)			(Average working hours per year set by State)		
ACCRUED ANNUAL LEAVE HOURS DUE (including holidays)	<input type="text"/>	X	Hourly Rate	<input type="text"/>	= GROSS PAY DUE <input type="text"/>
** Maximum lump sum vacation is 784 hours.					
ACCRUED SICK LEAVE HOURS DUE (including holidays)	<input type="text"/>	X	Hourly Rate	<input type="text"/>	= GROSS PAY DUE <input type="text"/>
** 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

TAMU--Submit to:
Payroll Services
General Services Complex, Suite 1201
MS 1261
payroll@tamu.edu
Fax: (979) 845-4134

TAMUG--Submit to:
Payroll Services
Sea Aggie Center, Bldg 3026
Suite 800, Room 807
payroll@tamug.edu
Fax: (409) 740-4573

Need Help?
College Station - payroll@tamu.edu
Team PhD - 845-2782 or 845-2787
Team CEO - 862-2898 or 845-2760
Team PALS - 845-2797 or 845-4737
Galveston - payroll@tamug.edu
(409) 740-4837