CAL STATE SAN BERNARDINO
University Enterprises Corporation

Grant Closing Vacation Pay Out Form
One form per employee - Can be submitted electronically to PAYROLL

Date:

Employee Name:

Account/Chartfield if different from payroll account number:

Vacation is being paid out due to: Grant Closing   Termination

Contract Period End Date:

Project code:

	Hours	$Amount	Hours	$Amount	Hours	$Amount
Vacation bal from prev month (last accrual) (Current month **used** hours and amount)						
Current month accrual						
Total Vacation pay out	-	-	-	-	-	-

NOTE: These are estimates only. Actual values will be charged along with approximately 10% payroll taxes.

Project Director

Name	Signature	Date

Research Analyst

Name	Signature	Date

RETURN TO UEC PAYROLL NO LATER THAN 7 DAYS PRIOR TO CONTRACT PERIOD END DATE