

Baylor University Graduate School

Payroll Application for Short-Term Leave Accommodation

Student Name	ID #

Check One: Paid Bi-Weekly
 Paid Monthly

Dates of Requested Leave

Start Date (mm/dd/yy):		End Date (mm/dd/yy):	
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Bi-weekly or Monthly Pay Period dates (list each separately)	Hours (bi-weekly only)	Pay Rate	Gross Pay

Department Approver Signature

Date (mm/dd/yy)

Graduate School Approver Signature

Date (mm/dd/yy)

Date Received in Payroll Office (mm/dd/yy)