TEXAS A&M ENGINEERING

Engineering Payroll Office

Revised July 2020

Bi-Weekly Lump Sum Accrued Vacation Pay Worksheet

A. Name: _____

B. UIN: _____

C. Termination Date: _____

D. Hourly Rate of Pay @ 100%: _____

E. Percent Effort Worked: _____

F. Total Number of Hours - Vacation: _____

G. Total Number of Hours – Holidays: _____

H. Date of Last Accrual * _____

Accrued Annual Leave Hours Due (including holidays) _____ X Hourly Rate _____ = Gross Pay Due _____

Maximum Lump Sum Vacation

Less than 2 years	276
2 years but less than 5	352
5 years but less than 10	388
10 years but less than 15	424
15 years but less than 20	496
20 years but less than 25	568
25 years but less than 30	640
30 years but less than 35	712
35 years or more	784

Calculation begins the day after termination and goes forward in time to include holidays falling within that time span if employee is eligible.

Formulas on this worksheet will automatically calculate when using Chrome as your web browser. If using another web browser, please download form before completing it to allow formulas to calculate correctly.

Lump Sum Payment Guidelines can be found on the Engineering Payroll website under Departmental Resources. https://tees.tamu.edu/payroll/index.html

Attach Worksheet to Payroll Supplement