

**University of Dayton  
Budget Request**

**Schedule A – Personal Services**

**Fiscal Year Ending  
June 30, 2012**

SAMPLE

SAMPLE

Department Account 91000

Department Name Any Department

Name	Employee ID #	Sub Acct.	Total Base Salary	Source of Funds						
				Reg. Budget Dollars	Designated Funds		Sponsored Research		Other Depts. & Sources	
					Acct. No.	Dollars	Acct. No.	Dollars	Acct. No.	Dollars
<b>All Non-Student Labor</b>										
Smith, John	0123456	5010	30,000	30,000						
Jones, Janis	0246810	5010	38,000	29,000	19xxx	3,000	6xxx	6,000		
Martin, E.M.	0369121	5013	25,000	22,000					3xxx	3,000
Smith, Laura	0186420	5030	18,000	18,000						
Johnson, James	0121963	5070	5,000	5,000	\$7.75/hr					
Total Non-student labor			116,000	104,000		3,000		6,000		3,000
<b>Student Labor</b>										
Graduate Assistants		5050	20,000	20,000						
Graduate Assistants - Summer Appointments		5051								
Graduate Students		5052	3,000	3,000						
Undergraduate Students		5053	4,500	4,500						
Work Study Students		5054	4,500	4,500						
Total Student Labor			32,000	32,000		0		0		0
<b>Staff Benefits</b>	42.10%	Faculty/Staff		48,836	43,784		1,263		2,526	1,263
	10.00%	Graduate Assistants		2,000	2,000		0		0	0
	2.00%	Students		150	150		0		0	0
	4.00%	Students/Workstudy		180	180		0		0	0
<b>Totals</b>				199,166	182,114		4,263		8,526	4,263

By signing below, I approve the above salaries to be effective for FY 2011-2012 in lieu of signing individual personnel action forms (PAF's):

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean/Vice President

\_\_\_\_\_  
Date