PAYROLL DOCUMENT

This form should be completed for special, one-time and hourly unclassified employee payments.

Employee Information

Name: _____ Banner ID: +_____

Last   First   MI

Department and Position Information

Department Name: _____ ORG Code: _____

Division: _____ Employment Dates: ____/____/_____-to-____/____/_____

Title: _____

Duties/Description:_____

_____

_____

_____

_____

Work Location: Funding: Payment Type:

☐ Oxford   Index: _____ $_____   Total Salary: $_____

☐ Hamilton   Index: _____ $_____   **OR**

☐ Middletown   Index: _____ $_____   Hourly Rate: $_____

☐ Voice of America   Index: _____ $_____   Hours Worked: _____

☐ Other_____   Index: _____ $_____   Total Hourly Salary: $_____

*A timesheet (back of form) must be completed for all hourly and part-time unclassified staff and any graduate assistants who received permission from the Graduate School to perform an additional assignment. Contact HR/AP prior to hiring an employee if you have questions regarding an employee's status.

Requestor and Approval Information

Requested by: _____ Phone #:_____

Print   Signature

Dept. Head/Chair: _____ Date: ____/____/_____

(or Designee)   Print   Signature

Dean/Exec Dir: _____ Date: ____/____/_____

(or Designee)   Print   Signature

Vice President: _____ Date: ____/____/_____

(As Necessary)   Print   Signature

Comments:_____

_____

_____

HR/AP Office Use: Position #: _____ Suffix #:_____ Earn Code: _____ Eclass: _____ FTE: _____

Annual Salary: $_____ Account Code: _____ Reviewer/Builder Initials: _____

TIMESHEET DOCUMENT

This form must be completed for all hourly and part-time unclassified staff and any graduate assistants who received permission from the Graduate School to perform an additional assignment.

Payment Date Range: ____/____/_____-to-____/____/_____

	Start Time	End Time	Hours
Saturday			
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
		Total Hours	

Payment Date Range: ____/____/_____-to-____/____/_____

	Start Time	End Time	Hours
Saturday			
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
		Total Hours	

Payment Date Range: ____/____/_____-to-____/____/_____

	Start Time	End Time	Hours
Saturday			
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
		Total Hours	

Payment Date Range: ____/____/_____-to-____/____/_____

	Start Time	End Time	Hours
Saturday			
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
		Total Hours	