

## Payroll Request Form

Requested By \_\_\_\_\_

Date \_\_\_\_\_

<b>Section A</b>	<b>Reason for Action</b>
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Action \_\_\_\_\_ Other \_\_\_\_\_

 Reason for Action/Detailed Justification: *(courses taught, extra help, student worker, etc.)*

<b>Section B</b>	<b>Employee Information</b>
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Name \_\_\_\_\_ Employee Status \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_ UKID# or Last 4 of SSN \_\_\_\_\_

<b>Section C</b>	<b>Position Information</b>
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Position Type \_\_\_\_\_ Faculty Role \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Course Info

Semester	Prefix #	Course Title	Credit Hours

Supervisor (for time approval) \_\_\_\_\_ Department \_\_\_\_\_

Payment Amount \_\_\_\_\_ Frequency \_\_\_\_\_

Hours Per Week \_\_\_\_\_ FTE\* \_\_\_\_\_

Cost Center/WBS Element \_\_\_\_\_ Percentage \_\_\_\_\_

\*FTE Calculations: Approximately 4% per credit hour for faculty/instructor. Hours Per Week / 40 for staff.

<b>Section D</b>	<b>Approvals</b>
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P.I./Faculty Approval	Date
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Department Approval	Date
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Payroll Office Approval	Date
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