

# REQUEST FOR PAYROLL INPUT

EARNING OR DEDUCTION						
<div>EARNING</div> <div>DEDUCTION</div>						
Employee Name:				Employee ID:		
Position:				Department:		
Check one: <div>Ongoing</div> <div>For the Next PPD's</div>		Description of Payment:				
Start Date:						
End Date:						
EARNING/DEDUCTION DESCRIPTION <i>(e.g. Rent Subsidy, Mortgage Assistance, Vacation Payout, etc.)</i>	HOURS/ PPD	AMOUNT /PPD	TOTAL HOURS	TOTAL AMOUNT	FUND	COST CENTER
Approver Signature:				Print Name and Date:		

FOR OFFICE USE ONLY	
Payroll Signature:	Pay Component Used:
Date Entered:	
Comments:	