

REQUEST FOR PAYROLL INPUT

EARNING OR DEDUCTION

EARNING	
DEDUCTION	

Employee Name:	Employee ID:
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Position:	Department:
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Check one: <input type="checkbox"/> Ongoing <input type="checkbox"/> For the Next PPD's	Description of Payment:
Start Date:	
End Date:	

EARNING/DEDUCTION DESCRIPTION <small>(e.g. Rent Subsidy, Mortgage Assistance, Vacation Payout, etc.)</small>	HOURS/PPD	AMOUNT /PPD	TOTAL HOURS	TOTAL AMOUNT	FUND	COST CENTER

Approver Signature:	Print Name and Date:
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FOR OFFICE USE ONLY

Payroll Signature:	Pay Component Used:
Date Entered:	

Comments: