



Department of Mathematics

PAYROLL REQUEST FORM

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| | | <u>Initials of who took request:</u> |
| <u>Employee Name:</u> | <u>PeopleSoft ID:</u> | <u>Supervisor Name:</u> |
| <u>Employee E-Mail Address:</u> | | |
| <u>Cost Center (s):</u> <u>Split funded:</u> Yes or No If yes, provide percentage distribution for each cost center. | | |
| <u>Start Date:</u> | <u>Please check one:</u> Monthly or Hourly: | |
| <u>End Date:</u> | <u>Hours/Week:</u> | <u>Compensation Rate:</u> |

*Note that employees who are not paid \$913/week and are not a Grad Assistant must be paid hourly.

** Note that Grad Asst. must take 9 hours in the Fall/Spring semesters. Students not enrolled in the summer sessions in which they work or if enrolled and do not take the required amount of coursework, their taxes will increase, they will lose the GTF, will not get an insurance stipend, and will be coded differently on grants. They will be Non-Benefits Staff.

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| <u>Research Topic (or NA):</u> | |
| <u>Course Load: (hours enrolled) Fall: _____ Spring: _____ Summer: I _____ II _____ III _____ IV _____</u> | |
| <u>Additional Notes:</u> | |
| <u>Supervisor Signature:</u> | <u>Date:</u> |
| <u>Cost Center Mgr. Signature:</u> <u>Print Name:</u> | For Office Use only Below |
| <u>Date:</u> | |
| <u>No Financial Stop Date:</u> | <u>V Net Check Cost Center:</u> |
| <u>Position #:</u> | <u>Title:</u> E Par#: PRF# |
| <u>TERM/Hire email out date:</u> | <u>Entered in logs binder date:</u> |