

PAYROLL STIPEND REQUEST - SINGLE PERSON

Complete And Send To The Appropriate Department - See Instructions Below

CHECK ONE: Faculty Staff Student

Today's Date: _____

Pay on Date: _____

PAY TO:
Employee Name: _____

Requested By: _____

Signature: _____

Employee Number: _____

Authorization: _____
(DEAN'S OFFICE, FUND MANAGER or AVP)

Account	Cost Center	(Subobj)	Fund	Amount
5006				
5006				
5006				
Total:				0

Additional Detail - Ex.: Date & Work Performed:

When do I complete a Payroll Payment Request as opposed to an Authorization Invoice?

Payroll payments are made only for services rendered to the college. Reimbursements for mileage, supplies, etc. should still be requested from Administrative Accounting.

How do I complete this form?

- Employee Name* Print the full name of the employee. Avoid using nicknames.
- Employee ID #* Print the ID number of the employee. Requests without ID numbers will be sent back to the requester, resulting in delay of payment
- Request Date* Requests for Staff and Students must be turned in to Payroll by 10 am on the Monday following the end of the pay period. Student employees generally must be paid by the hour and record their time on a student timesheet. Faculty request must be turned into the Dean's Office for approval by 9 am on Monday following the end of the pay period.
- Requested By* Print the name of the party making the request for payment.
- Due Date* If the request is made on or before the Monday following the end of the pay period, the payment will be made on the next payday. You may specifically request a later date.
- Authorization* Payment requests must be signed by the budget manager with the appropriate authority limits. Payments made to faculty members must be authorized by the Dean's Office.
- Account* All payroll stipend payments are charged to Account 5006, Stipend (Compensation).
- Cost Center* Please fill in the Cost Center and Fund to which this payment should be charged. Fund is usually 1000 except for grant-funded projects.
- SubObj* All stipend payments are charged to SubObj 6878 (faculty), 6874 (Staff), or 6382 (Students).
- Amount* Please fill in the amount of the payment you are requesting.
- Additional Detail* Note any other specific information that would be useful for your purposes or for Payroll in terms of carrying out this payment request.