



Payroll Authorization

The payroll authorization **must be completed and approved before an individual begins work.** Responsibility for obtaining approval rests with the area in which the employee is to work. Payroll Authorizations are marked received by Human Resources when signatures 1-3 are complete.

FName _____ LName _____ A # _____

Department _____ Job Title _____

All fields must be completed Fund _____ Org _____ Acct _____ Prog _____ % _____
Ex. 1000 10650 6010 60 25%

Fund _____ Org _____ Acct _____ Prog _____ % _____
Ex. 3200 32410 6010 80 75%

Check One Regular 12 month Regular 10 month Regular 9 month
 Adjunct Temporary Supplemental/Overload Pool Other

Check One New position Replacement for _____ Other _____

Average Hours per Week _____ No. of Weeks (or Reg or Pool) _____

Hourly Rate or Salary _____ Total Authorized _____

Date on Payroll _____ Date Off Payroll _____

Explanation/Special Conditions _____

1) Supervisor/Dean Approval _____ Date _____

2) VP Approval _____ Date _____

3) Budget Approval _____ Date _____

For HR Office Use

Employee Class: _____

TIAA Enrollment Date: _____

FTE: _____

Date to Payroll: _____

No. of Pays: 20 26 Other

Position Number: _____

MPSERS Member: Yes No

If Yes, Retiree: Yes No Date of Retirement: _____

Completed by _____