

MIAMI UNIVERSITY Payroll Document

for ONE-TIME PAYMENTS/SPECIAL ASSIGNMENTS/CREDIT WORKSHOPS/UNCLASSIFIED HOURLY

(Non-Grant Funded)

Originating Department/Office: _____ Dept. Code: _____

EMPLOYEE

Name: _____ BANNER + _____

Last

First

MI

SOCIAL SECURITY NO. _____

Home Department _____

Home address _____ City _____ State _____ Home Phone _____

U.S. Citizen: Yes No

Email address _____

NEW EMPLOYEE	Please direct employee to HR or Academic Personnel, Oxford Campus; or the Business Office on Hamilton or Middletown campus prior to start date
RE-HIRE	If more than one year since last employment, direct as "New Employee"
CURRENT	Requires approval of Supervisors, if payment is initiated by a department other than employee's home department

This special assignment: Title _____

Description/Duties: _____

Location of work performed:

- Oxford
 Hamilton
 Middletown
 Other _____

Position Type:

- Hourly rate (section A)
 Daily rate (section A)
 Salary for work performed (section B)
 other _____ (section B)

Banner

Index Number _____ \$ _____
Index Number _____ \$ _____
Index Number _____ \$ _____
Labor account code: _____

Section (A) Daily Rate: \$ _____ x _____ days worked: \$ _____ OR
Hourly Rate: \$ _____ x _____ hours worked: \$ _____ (confirm hours worked on an attached time sheet)
for employment dates of _____ to _____ Total Salary: \$ _____

Section (B) 1. Salary \$ _____ for employment dates of _____ to _____
for duties performed as described above.

If paying a credit workshop salary, number of credit hours _____.

Section (B) 2. Other Rate _____ Total Salary: \$ _____

Requested by: _____ Date: _____

APPROVAL of Expenditure

Type Name Signature Date

APPROVAL of Supervisors

Type Name Signature Date

Dept. Head/Chair: _____

Dean/Exec Dir/: _____

Admin Officer _____

Vice President: _____

(as necessary)

HR/Academic Personnel office use: Position #: _____ Suffix #: _____ Earn code: _____ Work tax: _____

Eclass: _____ Lcat _____ Annual Salary: \$ _____ FTE: _____