## **PAYROLL DOCUMENT**

This form should be completed for special, one-time and hourly unclassified employee payments.

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Name:				Banner ID: +		
Last	First		MI			
	<u>Departme</u>	ent and Posit	ion Informat	<u>ion</u>		
Department Name:				ORG Cod	de:	
Division:		Employmer	nt Dates:	//t	o/_	/
Title:						
Duties/Description:						
Work Location:	Funding:		-	nt Type:		
☐ Oxford	Index:			alary: \$		
☐ Hamilton	Index:					
☐ Middletown	Index:	\$	_ Hourly l	Rate: \$		
☐ Voice of America	Index:	\$	_ Hours V	Vorked:		
Other	Index:	\$	_ Total H	ourly Salary: \$_		
•			' and part-time			' urauual <del>e</del>
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Annual Salary: \$\_\_\_\_\_ Account Code: \_\_\_\_\_ Reviewer/Builder Initials: \_\_\_\_\_

## **TIMESHEET DOCUMENT**

This form must be completed for all hourly and part-time unclassified staff and any graduate assistants who received permission from the Graduate School to perform an additional assignment.

Payment Date Range	:/	to//	
	Start Time	End Time	Hours
Saturday			
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
		Total Hours	
Payment Date Range	e:/	to//	<u></u>
	Start Time	End Time	Hours
Saturday			
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
		Total Hours	
Payment Date Range	/ /	-to- / /	
Payment Date Range			
	Start Time	to// End Time	Hours
Saturday			
Saturday Sunday			
Saturday Sunday Monday			
Saturday Sunday Monday Tuesday			
Saturday Sunday Monday Tuesday Wednesday			
Saturday Sunday Monday Tuesday Wednesday Thursday			
Saturday Sunday Monday Tuesday Wednesday		End Time	
Saturday Sunday Monday Tuesday Wednesday Thursday			
Saturday Sunday Monday Tuesday Wednesday Thursday Friday	Start Time	End Time  Total Hours	
Saturday Sunday Monday Tuesday Wednesday Thursday	Start Time	Total Hours	Hours
Saturday Sunday Monday Tuesday Wednesday Thursday Friday Payment Date Range	Start Time	End Time  Total Hours	
Saturday Sunday Monday Tuesday Wednesday Thursday Friday  Payment Date Range Saturday	Start Time	Total Hours	Hours
Saturday Sunday Monday Tuesday Wednesday Thursday Friday  Payment Date Range Saturday Sunday	Start Time	Total Hours	Hours
Saturday Sunday Monday Tuesday Wednesday Thursday Friday  Payment Date Range Saturday Sunday Monday	Start Time	Total Hours	Hours
Saturday Sunday Monday Tuesday Wednesday Thursday Friday  Payment Date Range Saturday Sunday Monday Tuesday	Start Time	Total Hours	Hours
Saturday Sunday Monday Tuesday Wednesday Thursday Friday  Payment Date Range Saturday Sunday Monday Tuesday Wednesday	Start Time	Total Hours	Hours
Saturday Sunday Monday Tuesday Wednesday Thursday Friday  Payment Date Range Saturday Sunday Monday Tuesday	Start Time	Total Hours	Hours