

# REQUEST FOR PAYROLL INPUT

## ( \_\_\_ Earning or \_\_\_ Deduction)

Name:		BYUH ID:	DEPT:  Position Description:
___ # pay periods or ___ on going	Total Amount:	Total Amount/pp:	If earning list Fund:
Start Date:	Total Hours:	Total Hours/pp	Cost Center:
End Date (if applicable):			<i>(wage fund and cost center of above position will be defaulted if this is blank)</i>
Deduction or Earning description: (ex- Rental Subsidy Payment, Mortgage Allowance, Café Uniform)			Other Comments:
Authorized by:			Date signed:
Please print Name			
<b>For Payroll use:</b> Pay Component: Entered by: _____ Date Entered: _____			