



Brigham Young University-Hawaii Request for Payroll Input

Earning OR Deduction

Employee Name **Employee ID #**

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Department Name **Position**

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<p>Check one:</p> <p><input type="checkbox"/> On-Going</p> <p><input type="checkbox"/> For the Next ____ PPD's</p> <p>Start Date: _____</p> <p>End Date: _____</p>	<p>Description of Payment:</p>
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Earning/Deduction Description <small>(ex Rental Subsidy, Mortgage Assistance, Café Uniform, etc.)</small>	Hours /PPD	Amount /PPD	Total Hours	Total Amount	Fund	Cost Center

Name of Approver	Approver Signature	Date:
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For Payroll Use

Payroll Staff Signature:

Pay Component Used:

Date Entered:

Comments: