



Payroll Authorization – Camps Semi-Monthly Payroll Authorization plus Time Sheet

- Camps ending the 1st through the 15th of the month are paid on the 22nd day of the month and;
- Camps ending the 16th through the end of the month are paid on the 7th day of the following month.
- Review Staff/Student Payroll Schedule for due dates found on the Payroll departments website.

Today's Date: _____

PIDM/Student ID: _____

First Name: _____

Last Name: _____

MI: _____

Address: _____

Name of Camp: _____

Camp Supervisor: _____

This payroll Authorization confirms our agreement that you will perform the following instructional services

Assignment Description:

Temporary employees must complete a Background Check, Direct Deposit, Personal Data Form, W-4 and I-9 with Human Resources prior to start date. Your immediate supervisor will determine Job duties and work schedule. Temporary employment is not a guarantee of continued employment.

The terms reflected herein represent the complete and entire agreement of the parties and supersede any previous written or oral representations, understandings or agreements. No officer, agent or employee of the University is authorized to make any representations which contradict, modify or supplement these terms and conditions.

****Form must be turned into Grants by the 15th and 30th of every month to be paid on time****

Payment Schedule:		
Week of: _____ (mm/dd/yy)	Total Hours Worked:	Per Day: Mon ___ Tue ___ Wed ___ Thurs ___ Fri ___ Sat ___ Sun ___
Week of: _____ (mm/dd/yy)	Total Hours Worked:	Per Day: Mon ___ Tue ___ Wed ___ Thurs ___ Fri ___ Sat ___ Sun ___
Total Hours Worked: _____	x Hourly Rate: _____	=Total Gross Salary Due: _____
Budget Account #: _____	Department: _____	

Authorizing Signatures:

Employee Signature

Date

Camp Supervisor

Date

Budget Manager

Date

Office use only: Position #: _____ Grants Accounting: _____ Human Resources _____ Payroll _____