



GRANT PAYROLL AUTHORIZATION

Employee Name: _____

Date: _____

Employee SS#: _____

Employee Department: _____

POSITION DATA

* New Hire

Position/ Description of Services:

Salary Continuation

Salary Change

**New employees of the University are required to complete an I-9, W-4 and M-4. Graduate Students may do this in the Payroll Office, Undergraduate in Office of Financial Assistance, and all others in HR.*

Date of Employment: From: _____ To: _____

Full-time Part-time Hours per week: _____
[At least 35 hrs per week]

Reporting Requirement: Time sheet Time & Effort Reporting Other: _____

RECOMMENDED RATE OF PAY

HR approval required for rates of pay

\$ _____ per Hour OR Total salary: \$ _____ Paid bi-weekly

FUNDING DATA

Grant Index: _____

Account Code: _____

See list below

Account Codes Faculty & Staff

Faculty Academic Year	6011
Faculty Part-time	6012
Faculty Summer	6013
Administration full-time	6021
Administration part-time	6023
Staff full-time	6031
Staff part-time/temporary	6037

Account Codes Student Employees

Undergraduate non- workstudy	6053
Graduate Teaching Assistant	6054
Graduate Research Assistant	6055
Graduate - other	6056
Research / Post Doc	6022

APPROVALS

Principal Investigator _____

Date _____

Research Office _____

Date _____

Must be obtained for all summer salaries and payments to Principal Investigators

Grants Accounting _____

Date _____

Human Resources _____

Date _____

SUMMER SALARY – TIAA DEDUCTION AUTHORIZATION

TIAA deductions and related University contributions are only available if the fringe benefit rate of the grant is sufficient to cover the additional cost to the University.

- Please deduct my usual TIAA from summer salary requested above.
- Please do not deduct my usual TIAA from summer salary requested above.

I understand my decision is irrevocable, and under no circumstances subject to change after summer salary payments have commenced: _____

Faculty Signature

Date

COMPLETED FORM SHOULD BE SENT TO GRANT ACCOUNTING – 3RD FLOOR 20 DOWNING ST.