

Date Received in Grant Accounting: _____

Date Forwarded (circle one) to HR/FA/PRL: _____

GRANT PAYROLL AUTHORIZATION

Employee Name: _____ Date: _____
Clark ID # C _____ Employee Department: _____

POSITION DATA

**New Hire () Salary Change () Position/Description of Services or Explanation if a change: _____
 Salary Continuation () Summer Salary () _____
 Funding Change Only () _____

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

Dates **Employed** on Grant: From: _____ To: _____
(Pay dates will be determined by Payroll or HR based on University policies)

Full-time () =35 hours minimum per week Part-time () Hours per week: _____

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

If Time Sheet: Name of Approver: _____ Name of Proxy: _____

RECOMMENDED RATE OF PAY (HR approval for rates of pay)

Amount Per Hour \$ _____ Not to Exceed \$ _____ **OR**

Total Salary \$ _____ Is this a One-time Payment: () Yes () No

FUNDING DATA

Grant Fund: _____ Org code: _____ Account Code: _____ choose one below

Account Codes Faculty & Staff:

Faculty Academic Year	6011	Admin PT Temp-No Benefits	6023
Faculty Part Time	6012	Admin Addt'l Comp	6026
Faculty Summer	6013	Research-Post Doc Part-Time	6027
Faculty Addt'l Comp	6014	Research Scientist Full-Time	6028
Faculty Profess/Lecturer	6015	Research Scientist Part-Time	6029
Faculty Admin Supplement	6016	Staff Full Time	6031
Admin Part-Time/Part-Benefits	6019	Staff Part-Time/Part-Benefits	6032
Admin Full Time	6021	Staff Part-Time-No Benefits	6037
Research-Post Doc Full Time	6022		

Account Codes Student Employees:

Undergraduate Non-Work study	6053
Graduate Teaching Assistant	6054
Graduate Research Assistant	6055
Graduate Other Wages	6056
Undergraduate Summer Researchers	6057

APPROVALS

Date: _____

Principal Investigator

Research Office (Salaries to PI's)

Date: _____

Grant Accounting

HR/Payroll/Financial Assistance

SUMMER SALARY – RETIREMENT PLAN DEDUCTION AUTHORIZATION

RETIREMENT PLAN 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 RETIREMENT PLAN from summer salary requested above.

() Please Do Not deduct my usual RETIREMENT PLAN from summer salary requested above.

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

Date: _____

Faculty Signature

COMPLETED FORM SHOULD BE SENT TO GRANT ACCOUNTING – 4TH FLOOR – ASEC Building

revised Feb 2017

For Accounting/Payroll/HR Use

Location Code: _____ Date Grant Expires: _____ Salary Per Pay Period: _____