

PACIFIC UNION COLLEGE

Payroll Requisition

Date _____

HR/Payroll Use Only:

Job Code: _____

Pay Cycle: SL HR BW (HME)

Employer: HME PUC

JV Required: Y (If HME)

of Pay Periods to pay out: _____

Payable To* _____ ID# _____

Earning Type: (select one, if known) →	<input type="checkbox"/> CON (Contract) <input type="checkbox"/> COM (Commission) <input type="checkbox"/> MW (Misc. Work) <input type="checkbox"/> FA (Faculty Award) <input type="checkbox"/> GFT (Gift) <input type="checkbox"/> _____	Fund: (select one, if known) →	<input type="checkbox"/> CON (Contract) <input type="checkbox"/> COM (Commission) <input type="checkbox"/> SCON/HCON (SL/HR Labor outside of job) <input type="checkbox"/> FA (Faculty Award) <input type="checkbox"/> GFT3 (Employee of the Month) <input type="checkbox"/> _____
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*PUC employees only (faculty/staff/student/contract).

Payments to non-PUC employees are processed in Accounts Payable using an A/P Requisition.

DATE	EVENT/TYPE OF WORK	AMOUNT	GL#

Submitted By: _____ Dept: _____ Ext: _____

AUTHORIZING SIGNATURES Received Cash from Cashier (name/date): _____

I CERTIFY BY MY SIGNATURE THAT AUTHORIZED FUNDS ARE AVAILABLE IN THE ACCOUNT AND THAT THE SERVICE REQUESTED IS FOR BONA FIDE BUSINESS PURPOSES OF THE ACCOUNT CHARGED.		Date
Authorized Departmental Signature (up to \$500)		
Associate Vice-President Authorization (over \$500 up to \$1,500)		
Vice-President Authorization (over \$1,500 up to \$2,500)		
VP Financial Administration or Authorized Designee (over \$2,500)		

NOTES: _____

*FUNDS . . .

ie. MUSIC DEPARTMENT--COM (used for contract teachers in the PUC Music Dept and PCCA)

GL#s ending in -600020

SCON/HCON (used for stipends paid to faculty/staff/contract employees
for rehearsals and concert performances) GL#s ending in -600310

Departments who would use this form:

Music Dept.

President's Office -- Internal faculty/staff for Colloquy/Graduation speakers etc.

Human Resources -- Faculty/Staff who get paid for doing work outside of their primary job (ie. working at graduation, merit awards, gift cards . . .); final checks, severance checks, employee of the month awards

Academic Admin/Human Resources – stipends related to non-academic overload teaching/summer supervision; research awards; educator of the year awards etc.