

DEPARTMENTAL USE

| | | |
|------------------------|------------------------|--|
| Social Security Number | Name (Last, First, MI) | Corporation <input type="checkbox"/> W&M State (204) <input type="checkbox"/> W&M Local (301) <input type="checkbox"/> VIMS (268) |
|------------------------|------------------------|--|

Address (Street, City, State, Zip Code)

| | | |
|------------|----------|----------------------|
| Begin Date | End Date | Requested Check Date |
|------------|----------|----------------------|

| | | |
|-----------------|---------------------------|---------------|
| Amount of Check | Labor Account/Object Code | Earnings Code |
|-----------------|---------------------------|---------------|

Indicate Source of Funds and Detailed Explanation (**Required**)

Description of Work

INSTRUCTIONS:

- Begin/End Date - Should be period for time worked actually performed.
- Requested Check Date - Must be the 1st or 16th of the month (See payroll deadline schedule).
- Labor Account - 10 digits account to include FRS account number and object code.
- Earnings Codes:

| | | |
|--|---|--|
| 800 - Honoraria | 803 - Stipends/Students W/O FICA | 815 - Summer Research Grants |
| 801 - Honoraria/Students W/O FICA | 805 - Overload Payments | 816 - Misc. One-Time Payment |
| 802 - Stipends | 810 - Cost of Living Supplement | 817 - Misc. One-Time/Student W/O FICA |

| | | |
|---------------------|-------------------|------|
| Department Approval | Phone/Ext. Number | Date |
|---------------------|-------------------|------|

ANY ONE-TIME PAYMENT OF \$1,000 OR MORE MUST HAVE PROVOST AND BUDGET SIGNATURES

| | | |
|------------------|-------------------|------|
| Provost Approval | Phone/Ext. Number | Date |
| Budget Approval | Phone/Ext. Number | Date |

HUMAN RESOURCES USE

| Job Group | Pay ID | Assignment# | Earnings Code | Class Code |
|-----------|--------------|-------------|---------------|--------------|
| H | A999A | | | 00002 |

| | |
|---------------------|------|
| Employment Approval | Date |
|---------------------|------|

I-9 _____ TM _____ CT _____ Keyed By _____ Date _____

(Revised Jan/2001)

