

Earnings Request Form

Purpose

This form is used to request input of earn codes to employee's time records by payroll staff during the monthly time entry window.

Payroll

Year _____ Pay Number _____

Employee and Position

UO ID _____ Name _____
Last First Middle

Position _____ Suffix _____ EClass _____

Earnings

Earn Code	Description	Total Hours/Units	Special Rate

Optional Labor Distribution Override

Index	Fund	Org	Account	Program	Activity	%
Total = 100%						

Justification

Authorization

	Name	Signature	Phone	Date
Prepared By				
Dept Approval				
VP Approval				