

## CMP Payroll Request Form

EMPLOYEE NAME: \_\_\_\_\_ UNID: \_\_\_\_\_

**New Hire:** Yes \_\_\_ No \_\_\_ If yes, please provide employee's e-mail: \_\_\_\_\_

Salary Amount: \_\_\_\_\_ Hourly (KRONOS): Yes \_\_\_ No \_\_\_

Job Code/Title: \_\_\_\_\_ FTE/Hours per Week: \_\_\_\_\_

Activity/Project #: \_\_\_\_\_ If project, please obtain Carol Bierschwale's Signature: \_\_\_\_\_

Beginning Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Graduate School Tuition Benefit Program: Yes \_\_\_ No \_\_\_ Rank: \_\_\_\_\_  
(GA or RA)

Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name & Signature: \_\_\_\_\_

Pay Periods run the 1<sup>st</sup> - 15<sup>th</sup> and 16<sup>th</sup> – 31<sup>st</sup> of each month.

Payroll set-up could take up to 2 weeks, please plan accordingly. Students are not to do any work until they are in the payroll system.

Tuition Benefit students must be hired 8/16-12/31 or 1/1–5/15. They may be hired for an entire academic year 8/16 – 5/15.