

PAYROLL REQUEST

| Temporary (non-student) Employee
Routing: Send to PH 217

| Permanent Employee
Routing: Send to PH 217

Banner ID: _____
Nine digits only (Do not use SSN)

Full Name: _____
Please PRINT full legal name

UNCA Email Address: _____

Fund, Org, & Account #: _____
6 digit Fund # 6 digit Org # 6 digit Account #



VALID ACCOUNT #s	
611100 = EHRA Salaries	613120 = Adjunct Faculty
612100 = SHRA Salaries	614100 = Temporary (non-student)
613105 = EHRA Faculty Stipends	617200 = Contract Employee per IRS
613110 = EHRA Faculty Supplemental	
613115 = EHRA Faculty Overload	
<small>Note: Acct #617200 is to be used only for SHRA employees performing jobs outside of their assigned duties as long as they are being paid from State (2) funds. Payments from other sources (3, 5 or 9 funds) should be assigned the same account number as the employee's regular pay. Account 617200 should never be used for faculty, student or temporary employees.</small>	

Payment Amount: _____

Pay date: _____

Description of Work: _____

Date(s) work performed: _____

Payroll Requests for permanent Faculty and Staff require additional approvals:

Requested By - Cannot be the Payee _____
Signature Name Date

Fund Manager _____
Signature Name Date

NOTE: Departmental / Fund Manager signature certifies that the information is true and accurate, the work has been completed, and that there are adequate funds available to make this payment.

Dean (required for Academic Affairs only) _____
Signature Name Date

Grant Accountant - Required if funded from a Grant (5 fund)

Signature Name Date

Academic Affairs Budget - Required if payment is to faculty

Signature Name Date

Staff Budget - Required for all permanent employees

Signature Name Date