

PAYROLL REQUEST FORM

Please plan ahead for timely pay. The front office staff needs at least two weeks to process some appointments!

Request (please choose one):

New appointment Change in Appointment One-time Payment Separation

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Name _____ SSN _____

Date of Birth: _____ Current UM employee? (circle one) **Yes** **No**

Title _____ Salary (Hourly Rate, if applicable) _____

Account No.(s)	Percentage	DATES	
		Start	End

Total Percent Employment

Purpose of Employment (include University search #, if applicable):

Change in Employment (explain, if applicable):

For new appointments, please include a CV. Have the new employee see To Elizabeth Crowell for applicable paperwork.

For separation of appointment, please attach letter of resignation with last date of employment.

Requestor: _____

Date: _____