UNIVERSITY of SOUTH FLORIDA

Request Date [   ]   **Pay Period End Date** [   ]

Employee Name [   ]   **Assignment #** [   ]

Reason for Request [   ]

Single Pay Period Covered [   ]   *OR*   **Check Here For Multiple Pay Periods*** [   ]

*For multiple pay periods, please break out the hours applicable to each week.

[   ]

Total Hours to be Paid [   ] **Regular** [   ] **Overtime** [   ] **FTE** [   ]

                              Number of Hours   *Number of Hours*

Rate of Pay [   ]   [   ] **Hourly** [   ] **Salary**

Chartfield String:
REQUIRED

Operating Unit	*Fund*	*Department*	*Product*	*Chartfield1*	*Project*
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

[   ] **Other** [   ]

Prepared by [   ]   **Date** [   ]

Signature [   ]

Approved by [   ]   **Date** [   ]

Signature [   ]

Checks are mailed to the employee's home address as it appears in Oracle