



**WARNER PACIFIC
UNIVERSITY
PAYROLL REQUEST FORM**

This form requests compensation for a current employee who completes a temporary/substitute assignment not otherwise covered by offer letter, contract, or honorarium request. It does not replace an offer letter or contract and should be used only in consultation with the Disbursement and Payroll Accountant.

Employee Name: _____

Assignment Overview

Start: _____ **End:** _____ **Payroll Date:** _____

Description: _____

PSL hours: _____ **Compensation: \$** _____

Department: _____ **Account Number:** 11-1-0000- _____ - _____

Approval

Requestor Signature

Date

Approver Signature

Date

Approver Title