



Brigham Young University-Hawaii Request for Payroll Input

<input type="checkbox"/> Earning OR <input type="checkbox"/> Deduction						
Employee Name			Employee ID #			
Department Name			Position			
Check one: <input type="checkbox"/> On-Going <input type="checkbox"/> For the Next ____ PPD's Start Date: _____ End Date: _____	Description of Payment:					
Earning/Deduction Description <small>(ex Rental Subsidy, Mortgage Assistance, Café Uniform, etc.)</small>	Hours /PPD	Amount /PPD	Total Hours	Total Amount	Fund	Cost Center
Name of Approver		Approver Signature			Date:	
For Payroll Use						
Payroll Staff Signature: Pay Component Used: Date Entered:						
Comments:						