



Employee Name:	Employee ID:
Employee Position:	Organization:
Is Employee a New Hire?	If Yes: Employee Start Date:
Initiator Name:	Date Prepared:

Daily Pay Rate: \$	Specific dates & times:
Hourly Rate: \$	
OT Rate: \$	
Specific Assignment/Duties to Perform:	

Pay Rate x	Total Hours=	Total +	Benefit=	Total	Budget Code to Be Charged
\$		\$		\$	
\$		\$		\$	

*I understand the above job description and commit to performing the above duties during the dates & times indicated. I understand that I do not have the pre-approval to work duties & times beyond the scope of this document.

Budget Department Signature	Date
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Pay Rate	x	Total Hours Worked (decimal form) =	Total Amount to Pay
\$			\$

Budget Department Signature _____ Date _____

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Received By Initials: