

# Earnings Request Form

(Please complete and send to Human Resources, MS 3150)

**Earnings requested using this form will be paid in the next available payroll cycle.**  
 If you would like to request a special check to be issued outside of the regular payroll cycle, please contact Payroll at x2085 or x2205. Fields marked with a \* are required fields.

\*SE ID \_\_\_\_\_ \*Name \_\_\_\_\_  
Last First MI

\*Position \_\_\_\_\_ \*Suffix \_\_\_\_\_ \*Year \_\_\_\_\_ \*Pay ID \_\_\_\_\_ \* Pay No \_\_\_\_\_

**Earnings**

*Earn Code	Description	*Total Hours/Units	*Rate

**Labor Distribution Override**

*Index	Fund	Org	*Account	Program	Amount	*%

**Note: Total % must equal 100**

**\*Explanation**

\*Name of person to call with questions regarding this form (please print):

**Authorization**

	Print	Signature	Extension	Date
*Approval				
Approval				

# Earnings Request Form Instructions

This form is used to request employee payments by earning code to be input by HR staff during a regular time entry window. General uses of the form are as follows:

- When department staff is unavailable during time entry
- To process “other” types of pay for faculty and staff.
- In instances, when departments do not have access to the timesheet org in Banner.

## **Additional hours paid to part-time nonexempt employees**

Departments may deem it appropriate to pay additional hours to part-time employees.

Additional hours up to 40 hours worked a week must be processed as straight-time using the earn code **OTS**.

## **Retroactive payments due to late paperwork**

For employees not set up in a secondary job, payroll will enter the earn code on the employee record for another department. Use earn code **RGH** for hourly employee or **RGS** for salaried employee. Year and Pay Number should reflect the pay period time was worked.