

REQUEST FOR PAYROLL ACTION

Action (Hire, Change, Terminate):			
Name:			
USC ID # (do NOT list SSN)			
Type Position / Title:			
Enrolled:	YES:		NO:
Start Date:			
End Date:			
Salary or Hourly Rate:			
Hrs. per Week (Grad hrs. cannot exceed 20 hrs per week):			
Supervisor's Name:			

CHARGE TO:	ACCOUNTING:					
Salary:	DEPT	FUND	OBJECT	ANALYTICAL	AMOUNT	FB

FOR CHANGES ONLY:	CHANGE FROM:	ACCOUNTING:				
Salary:	DEPT	FUND	OBJECT	ANALYTICAL	AMOUNT	FB

Tuition Supplement (Grads must enroll for a min. of 6 credit hrs for fall / spring, and 3 credit hours for summer, to receive the tuition supplement):

	DEPT	FUND	OBJECT	ANALYTICAL	AMOUNT	NUMBER OF CREDIT HOURS
			54525			
			54525			

PI SIGNATURE:

TO BE COMPLETED BY BUSINESS OFFICE

BUSINESS MANAGER:

SUPERVISOR INFO:

SSN	CLASS	SLOT

ACCOUNT CHECK:

END DATE	BALANCE	VERIFIED