**Payroll Authorization
CASUAL/HOURLY STAFF**

DEPARTMENT OF

**HUMAN RESOURCES**



|  |
| --- |
| **SECTION 1: Request from Department or Budget Unit Head** |
| **Position & Salary Information**  |
| Position Title:       | Department:       |
| Position Reports to:       | Work Schedule: [ ]  varies/as needed (see below) [ ]  same # of hours week to week       |
| If the work schedule varies, hours will need to be entered and approved in Self Service on a biweekly basis.If the schedule is the same week to week, they can be paid on the salary payroll, and no time entry is required. |
| Hourly Rate:      /hour  | Vacation Pay: [ ]  add 4% to hourly rate [ ]  included in rate |

|  |  |  |
| --- | --- | --- |
| Salary Account & Distribution: | GL #:       |       % |
| GL #:       |       % |

|  |  |
| --- | --- |
| Start Date:       | End Date:       |
| First Name:       | Last Name:       |
| **Entering/Approving Hours with Colleague Self Service** |
| Will the employee be entering time worked themselves?  | [ ]  Yes [ ]  No |
| Is the employee a current Acadia Student? | [ ]  Yes [ ]  No Colleague/Student #       |
| Individual authorized to enter/approve hours in Self Service: |       |
| **Department or Budget Unit Head Authorization** |
| **Name (Please print)** | **Signature (Please sign)** | **Date** |
|       |  |       |

**Minimum Wage Rate effective April 1, 2022**
$13.35 + 4% vacation pay = $13.88/hour
*If hourly rate is greater than $13.88 per hour, vacation pay may be included in hourly rate*

**Send completed form to Human Resources for processing**

|  |
| --- |
| **Payroll Use Only** |
| Employee Number:  | Position Code:  | Earnings Code:  |

Form Revision Date: March 2022