

**Payroll Authorization  
CASUAL/HOURLY STAFF**

DEPARTMENT OF

**HUMAN RESOURCES**



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| **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 |

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

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| --- | --- | --- | --- |
| 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**

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

Form Revision Date: March 2022