

Specific to Payroll Action Forms

Payroll Action Form

Date

Employee Name Cougar ID

GL Account # Project ID

Administrator

FT Staff

PT Staff

FT Faculty

Adjunct

Non-Credit

Other

Hours Worked

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date	08/04/19	08/05/19	08/06/19	08/07/19	08/08/19		
Hours Worked	4.00	3.00	3.75	1.50	3.25		
Date							
Hours Worked							
Date							
Hours Worked							

Total Hours Worked

Pay Rate per Hour \$

Total Pay \$

Deduction

Reason for pay

Employee Signature Date

Supervisor Signature Date

Payroll Use Only

Rec'd Processed by Checked

Please forward the completed form to payrolloperations@csc.edu or deliver to Payroll, RH227.

The account number and Grant project ID (if a Grant funded account) should always be provided.

Select the position type applicable to the extra work that was performed.

Date Ex: 08/04/19

Hours Ex: 3.75

Total hours auto populate when electronically completed.

Total pay will auto populate by multiplying the pay rate and hours worked.

You have to manually enter pay rate for this extra work being done.