

Department Override

Please complete worksheet for time accrued per each week worked.
 BGSU payroll weeks begin 12:01 am Sunday and end 11:59 pm Saturday

Current Student Information:

Name: _____
 (Please print) First Middle Last

ID: [][][][][][][][][][][] * Empl Record: [][] *

Home Department Code [][][][][][][] Home Dept. Name: _____
 Job Title: _____
(Title from Job Index Listing)

Department	Payroll Speedtype	Program Code	Project ID - Grant	Payroll Speedtype
[][][][][][]	[][]	[][][][][]	[][][][][][][]	[][]

Transfer to

Department	Payroll Speedtype	Program Code	Project ID - Grant	Payroll Speedtype
[][][][][][]	[][]	[][][][][]	[][][][][][][]	[][]

Week Ending: [][][][][][]	mm/dd/yy	Dates worked	mm/dd/yy	Total Hours & Minutes worked in decimals	[][][] . [][]
			mm/dd/yy		[][][] . [][]
			mm/dd/yy		[][][] . [][]
			mm/dd/yy		[][][] . [][]
			mm/dd/yy		[][][] . [][]
			mm/dd/yy		[][][] . [][]
			mm/dd/yy		[][][] . [][]
			mm/dd/yy		[][][] . [][]
			mm/dd/yy		[][][] . [][]
			mm/dd/yy		[][][] . [][]

Prepared by:

(Name - please print)	Email Address	Campus Address	P	/ F
Signature	Date	Telephone	Fax Number	