

**OUT-OF-TITLE/PAYROLL REQUEST FOR CHECK FORM
NON-FACULTY STAFF ONLY**

Employee Name: _____	University ID#: _____			
Out of Title Dept: _____	Extension: _____			
Dates Worked: _____				
# Hours or Shift Worked: _____	Rate/Hr. or Other Approved Payment Amount: _____	Check Amount: _____		
Earnings Code: 190 _____	Fund: _____	Org/Index: _____	% _____	Banner Admin/Org #: _____
Earnings Code: 190 _____	Fund: _____	Org/Index: _____	% _____	Banner Admin/Org #: _____
Earnings Code: 190 _____	Fund: _____	Org/Index: _____	% _____	Banner Admin/Org #: _____
APPROVALS				
Supervisor: _____		Department Head: _____		
Signature: _____		Signature: _____		

Instructions:

1. Requesting Department completes form, signed by Department Head.
2. Department must attach Request for Out-of-Title Work/Approval Form with each Request for Check.