

VIMS SPONSORED PROGRAMS SALARY AUTHORIZATION

Banner ID Number	Home Org	Name (Last, First, Middle Name)		
Position Title	Position Number V	Role Code	Type of Action <input type="checkbox"/> New Hire (include Personal Data Sheet, I-9 Form and State & Federal Tax Forms) <input type="checkbox"/> Rehire/Extension <input type="checkbox"/> Salary/Rate Change <input type="checkbox"/> Other _____	
Employment Begin Date	Employment End Date	Requested Check Date		

ASSIGNMENT DATA

Employee/Payment Status	JG	SCHED	EC	CAL	Semi-Monthly Salary	Number of Pay Periods	Total Salary/Rate	Type of Employee
<input type="checkbox"/> Semi-Mo. w/o benefits	P	A999A	076	E				<input type="checkbox"/> Faculty/Faculty Equiv.
<input type="checkbox"/> One-Time Payment	N	H999A	020	F				<input type="checkbox"/> Other _____

ASSIGNMENT LOCATORS

Division	Department
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LABOR FUND SOURCES

PAYROLL DATA

PMIS FUND SOURCES

FRS Account	FRS Obj Cd	Banner Index	Banner Account	Acct %	Payroll Amount	Payroll %	Pgm/Sub Pgm	Fund	Acct %

DUTY STATEMENT

APPROVALS

Project Investigator:	Date:	Sponsored Research:	Date:
Chair/Dept. Head:	Date:	Budget:	Date:
Dean/Vice President:	Date:	Compensation:	Date:
I-9:	Date:	HRS:	PMIS:

Instructions for completing the “VIMS Sponsored Programs Salary Authorization” form:

Note: Complete ALL appropriate boxes.

- Corporation: For VIMS only;
- Social Security#: Print the employee’s social security number;
- Name: Print the employee’s last, first and middle initial;
- Position Title: Print the state title;
- Position Number: Print the position number, if known;
- Role Code: Print the state code of position, if known;
- Type of Action: Select the appropriate action for employee;
- Employment Begin and End Date: Print the employee’s begin and end date of employment;
- Requested Check Date: Print the appropriate date;
- Employee/Payment Status: Select the appropriate box;
- Type of Employee: Select the appropriate box of employee;
- Division: Print the 3-digit division code;
- Department: Print the 5-digit departmental code;
- HRS Fund Sources: Print the account number, object code and account % of position to be funded;
- Duty Statement: Print a brief description of duties of employee;
- Approvals: Obtain signatures with dates;