

Grants & Contracts Salary Authorization

The College of William and Mary/VIMS

Employer: <input type="checkbox"/> W&M <input type="checkbox"/> VIMS	Banner ID # : Employee Name: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Last First Middle </div>	Date:
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Role Title	Position #	Role Code
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Employment Begin Date	Employment End Date	Requested Check Date
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Type of Action

- New Hire (include Personal Data Sheet, I-9 form and State & Federal Tax forms)
- Rehire/Extension
- Salary/Rate Change
- Other _____

ASSIGNMENT DATA

Employment/Payment Status <input type="checkbox"/> Semi-Monthly w/o ben/FICA <input type="checkbox"/> Semi-Monthly w/o benefits <input type="checkbox"/> Semi-Monthly w/benefits <input type="checkbox"/> Hourly <input type="checkbox"/> One-Time Payment	Semi-Mo. Salary or Hourly Rate	# of Pay Periods/Hours	Total Salary/Rate	Type of Employee <input type="checkbox"/> Faculty/Faculty Equivalent <input type="checkbox"/> Graduate Student <input type="checkbox"/> Undergraduate Student <input type="checkbox"/> Other
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ASSIGNMENT LOCATORS

Location:	Home Org:	Time Sheet Org:	Supv Name:	Time Sheet Approver Name:
			Supv Pos # :	Time Sheet Approver Pos # :

COMPENSATION/LABOR DISTRIBUTION

Index	Account	Percent	Pgm/Sub Pgm	Fund	Amount

DESCRIPTION OF DUTIES FOR HOURLY EMPLOYEES

APPROVALS

Project Director:	Date:	Grants Office:	Date:
P.I	Date:	P.I. (Print Name)	
Dean's Office:	Date:	Compensation:	Date:
I-9:	Date:	Banner:	PMIS: