



| Employer | Banner ID | | Date | |
|--|----------------------------------|---|------------------------|-----------------|
| W&M | | | | |
| VIMS | Last Name | First Name | Middle | |
| Action Requested | | | | |
| Select Type of Action | Leave Options (faculty only) | Percent of Pay | Effective Date | End Date |
| Assignment Information | | | | |
| Position Number | Role Title/Internal Title | Department | Location | Timesheet Org # |
| Supervisor's Name | Supervisor's Position # | Timesheet Approver's Name | Timesheet Appr's Pos # | |
| Employee Class | Employment Status | Salary | Job FTE | |
| Part time or full time status | If part time # of hours per week | Term of Contract | | |
| Additional Information | | | | |
| Comments or explanation for payment. | | | | |
| Instructional Faculty Information | | | | |
| Faculty Rank | Tenure Status | Tenure Year | | |
| Separation Information | | | | |
| Last Day of Work | Separation Reason | | | |
| Labor Distribution | | | | |
| Index | Account | Activity | Percentage | Amount |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Approvals | | Funding Approvals based on Source of Funds | | |
| 1. Supervisor/PI | Date | 5. Sponsored Programs | Date | |
| 2. Department Head | Date | 6. Investment Administration | Date | |
| 3. Dean/Vice President | Date | 7. Finance/Budget | Date | |
| 4. Provost/Chief Operating Officer/VP Research | Date | | Date | |
| Compensation | Banner: | I-9 Completed: | I-9 Verified date: | |