Payroll/Personnel Authorization Form

ILLINOIS INSTITUTE
OF TECHNOLOGY

Last Name:	Campus:	Date Prepared:
First Name:	Department:	Employee Type:
CWID:	Title:	Reason:
J4H ID (student jobs only):	*Supervisor:	Replaces:

If New Hire/Rehire:	**If Change:**		**If Single Payment:**	**If Termination:**
Add to Payroll: $	From: $	To: $	Amount: $	Effective Date:
Per:	Per:	Per:	Payment Date:	
Effective Date:	Effective Date:		Explain reasons for single payment in comments section and attach related documentation.	
End Date:	Student employees are paid hourly. (Exceptions: GAs RAs, and TAs)			

FOAP Information

FUND   ORG   ACCT   PROG   PERCENTAGE

Contact your budget administrator for FOAP information.
If split between multiple FOAPs, make sure they total 100%.

For FWS students, assign 100% to your department FOAP/s.

Prepared By: Phone Number: Email:

Comments:

Documents Attached: Direct Deposit Authorization   Completed I-9   W-4s   Other (specify):

Approvals *Two approvals required, one of which must be the employee's supervisor.

*Supervisor: _____ Date _____   Dept. Head/Budget Mgr: _____ Date _____

   printed name: _____   printed name: _____

V.P./Dean: _____ Date _____

   printed name: _____

HR: _____   IIT Budget Dept.: _____

*Must be employee's supervisor. Other authorized timesheet approvers can be assigned as proxies by the supervisor through the MyIIT portal.
Student Employment: Completed **student** Payroll Authorizations should be scanned and sent to the Student Employment Office, seo1@iit.edu.

For use by SEO/HR:
SEO _____   I-Center _____   Academic Period _____   Credit Hours _____   Non-FWS / FWS
E-Class _____   Position Control Number - Suffix _____ – _____   Org. Code _____

Revised 05/2016