



PAYROLL TRANSACTION FORM INSTRUCTIONS

A Payroll Transaction Form (PTF) needs to be filled out when requesting payment for an University employee (Facility, Staff, Hourly, Student). Please ensure the following is completed and signed so that the transaction can be processed timely and accurately.

- Date of PTF
- From : Department that is requesting payment
- Effective Date of PTF
- Name of Employee
- D.O.B
- SS# or AU Employee #;
- Sex
- Address
- Salary – if it is a One-time Payment – please indicate amount
- Hourly – if the Employee an hourly, Part-time, or a student please indicate the Hourly rate, the number of hours or Amount to be paid

For the Payment Schedule - Please indicate the amount of the payment as well as to the timing.

In the Explanation section - Please enter a brief description as to why the payment is needed. If it is One-time payment, please indicate when the amount should be paid, such as upcoming payroll or a certain date. For multiple pays please indicate when the respective payments should be made and how it should be divided. Exact dates should only be specified if it is an ongoing payment throughout the semester or year. Supporting documentation should always be attached. For Students, please ensure that the dates worked and times are specified.

The Department to be charged must be indicated to ensure proper posting to the respective budget lines. Include the complete General Ledger Account # with the object code. If unsure of object code to use, contact the budget team. This will ensure the timeliness of the payment.

Please note that many Employees' do not know what they are being paid and/or when they should expect payment. Completion of the PTF as indicated above will help ensure that their payment are timely and accurately. Furthermore, if a copy of the respective PTF is then forwarded to the employee it should also alleviate any confusion of their end.

Reminder:

- Signature of approver at the bottom of the PTF
- Once completed and has approver signature, forward to Human Resources.