**Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| TF Employee: |  | Today’s Date: |  |
| TF Campus: |  | Date of Occurrence: |  |
|  |  | Paycheck Date for Payout: |  |

**Job Information**

|  |  |
| --- | --- |
| Overtime (OT) Hours & Rate: |  |
| Additional Dollar Amount: |  |
| Deduction Dollar Amount: |  |
| Home Department: |  |
| Budget Account Code(s): |  |

**Explanation**

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**Approvals**

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| --- | --- | --- | --- |
| Supervisor Approval: |  | Date: |  |
|  |  |  |  |
| Oversight Approval: |  | Date: |  |
|  |  |  |  |
| Personnel Approval: |  | Date: |  |

***Business Office Use Only***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Compensation** | **Date** | **Action** | **WC****Code** | **P/R Entry****(Hrs.)** | **P/R Entry****($ Amount)** |
| Paycheck: |  |  |  |  |  |
| Paycheck: |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Entered By: |  | Date: |  |