

New River Community College

Hourly Payroll Authorization

(Please complete this form and obtain approvals prior to hiring a new employee.)

- 1. Name of Employee: _____
- 2. Social Security No. or Employee ID: _____
- 3. Duties to be performed: _____

- 4. Dates of Employment: From: _____ To: _____
- 5. Approximate Number of Work Hours per Week: _____
- 6. Hourly Rate of Pay: \$ _____
- 7. Estimated Cost for Fiscal Year: \$ _____
- 8. FRS Account No. to be charged: _____
- 9. Wage Budget Available (Object Code II4I) in FRS Account to be charged: \$ _____
- 10. Comments about funding for the wage position if wage budget is not in account in item "8":

11. Date: _____

12. Approved by:

_____ Supervisor	_____ Date
_____ Appropriate Director/Coordinator	_____ Date
_____ Appropriate Vice President	_____ Date
_____ VP of Finance & Technology	_____ Date

HR Office Use:	
Class Code	_____
Program	_____
Sub-Program	_____

INSTRUCTIONS

- I. Part-time classified or hourly employees **shall not begin working** until one of the following conditions occurs:
 - a. Staff in the Human Resources Office returns a copy of this form to you. This copy shall contain all approved signatures and information in the "HR Office Use" box.
 - b. Staff in the Human Resources Office may contact you and inform you that this form is complete and has been approved.
2. Please allow at least ten working days for this form to be approved and for staff in the Human Resources Office to contact you. In the event of an emergency hire, please contact Lois Quesenberry, Human Resources Manager to expedite the authorization process.
3. **The employee responsible for the account from which the wages are paid should ensure and monitor the availability of funds to pay wages. When the budget for wages has been used, the wage employees will be terminated.**
4. Lines 1 and 2. This information is crucial. The wage employee cannot receive a paycheck until this information is provided.

Line 4. Provide dates in mm/dd/yy format. "From" indicates the requested date the wage employee may begin work. "To" indicates the last day the wage employee will work. Typically, the "To" date should be provided for a wage employee paid from grant or 2-ledger accounts. Please write "Continuous" in the space provided next to "To" if the wage employee is expected to work up to 1500 hours per year.

Line 7. Estimated cost of wages for fiscal year should be calculated as follows: Line 5 X Line 6 X the number of weeks the wage employee may work until June 30. Please consider holidays and vacations when computing the number of weeks.

Line 8. Funding for wage employees shall be provided before this form will be approved. The FRS account number to which wages are to be charged must be furnished. This account will have funds budgeted in object code 1141. If wage budget is not recorded in the FRS account to which wages will be charged, the source of funds for the wage employee must be described on Line 10.

Line 9. Provide the budget balance available for object code 1141 in the FRS account to which wages will be charged. This balance is wage budget less year-to-date wage expenditures.

Line 11. Please provide the date the form was initiated by the supervisor.