

# Frostburg State University

## Payroll & Employee Services Pay Authorization -- Graduate Assistants

- \* Payments are authorized for Graduate Assistants as listed.
- \* Payments will be made in equal installments on a bi-weekly basis to begin and end in conjunction with each academic semester.
- \* Bi-weekly time reports will be completed by each Graduate Assistant and forwarded to the supervisor.

### Payroll must be notified immediately if:

- \* The terms of contract for the period are not met in such a way that a pay adjustment is required.
- \* Employment is terminated and NO further payments are to be made.

Name	SSN	PAWS ID	Total Amount	Begin Date	End Date	PeopleSoft 7-Digit Dept #	Supervisor

DEPARTMENT: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_