University of Richmond

One Time Payment PAF
Bi-Weekly Payroll
Part-Time Faculty (Music) or Part-Time Staff

Employee Information

UR ID   First

Last

Payroll Information

Position #   Suffix   Payment Reason

Start Pay Effective Date   End Pay Effective Date
This is the beginning date of the pay period.   *This is the end date of the pay period.*

If you are paying a full-time employee, *use the One-Time Payment PAF Bi-Weekly Payroll Full-Time Staff instead of this form.*

Number of Days Worked   Regular Rate

Amount to be Paid   Hours Per Pay

Labor Distribution

Fund	Org	Acct	Index	%

Comments

Approvals - *As required by your division or department*

Preparer   Date

Approver or PI (Grants)   Date

Grants Accounting Manager   Date

Dean   Date

Provost or AVP   Date

HR/Payroll Use Only

Human Resources   Date