



Grant Position and Authorization to Hire Form

This payroll form is to be used only for grant-funded positions. A job description must be attached if it is a new position for which a position number has not yet been assigned. A copy of the approved grant budget should be attached to provide documentation of funding. Payments will be spread out over the period of time that the work will be performed. New employees will need to fill out additional payroll forms to be submitted to Human Resources. Please contact the Director of Accounting regarding any grant questions.

Employee Name		ID Number	
Position Title		Position Number (assigned by HR for new positions)	
Amount to be Paid	Hourly Rate if applicable	Beginning Date of Work	Ending Date of Work
Comments			

Fund Code	Org Code	Payroll Acct Code	Title of Grant	Amount

Project Director	<i>Print Name</i>	<i>Signature</i>	<i>Date</i>
Vice President/Dean	<i>Print Name</i>	<i>Signature</i>	<i>Date</i>
Director of Human Resources	<i>Print Name</i>	<i>Signature</i>	<i>Date</i>
Controller	<i>Print Name</i>	<i>Signature</i>	<i>Date</i>

Payroll Use Only	
Entry	
BW	