

REQUEST FOR PAYROLL ALLOCATION/CHANGES

To: KIMBERLY DUFF, Executive Director, WVSU R&D Corp.
 From: _____ (Department head requesting change to payroll)
 Date: _____
 Re: Payroll Changes

(Full Description of requested changes to payroll, must include individual name, amount being changed, previous and new project number, and justification of change being requested. Approved requests will be forward to the Payroll Department for processing.)

This memo is requesting approval to make the following changes for Payroll:
 Employee Name: _____

OLD FUNDING	OLD ALLOCATION	EFFECTIVE DATE
1.)		
2.)		
3.)		
4.)		
5.)		
NEW FUNDING	NEW ALLOCATION	EFFECTIVE DATE
1.)		
2.)		
3.)		
4.)		
5.)		

Changes are effective _____

Justification: _____

Before any action can be processed and forwarded to the Payroll Department, the following signatures are required. Do not submit to Business Office without the required signatures.

Requestor: _____ Date: _____

Project Director: _____ Date: _____

Associate Vice President: _____ Date: _____

Budget Office: _____ Date: _____

Vice President: _____ Date: _____

Director of B&F _____ Date: _____

Payroll Office: _____ Date: _____