

# ANSC Payroll Action Request Form

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee Email: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Email: \_\_\_\_\_

Hourly Rate: \_\_\_\_\_

(Undergraduates are paid \$7.25 to \$12.00/hr)

(Graduates are paid \$7.25 to \$16.65/hr without a wage exemption form)

Type of Action

New – Add to Payroll

KFS account number: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Change

From KFS #: \_\_\_\_\_ To KFS #: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Delete – From our Payroll Account Number

**On submit this form will be sent to by email to Sheryl Grey, room 1109.**