PAYSHEET REQUISITION

INDICATE PAY CYCLE
CHECK ONE PER PAYSHEET ONLY
☐ WEEKLY ☐ MONTHLY

DEPARTMENT CODE: _____ **DEPARTMENT NAME:** _____

REQUISITION EACH WEEK SEPARATELY (A WEEK IS DEFINED BY UWO AS A PERIOD BETWEEN SUNDAY TO SATURDAY)

EMPLOYEE NAME	UWO ID NUMBER	ACCOUNT CODE	PERIOD START DATE YYYY MM DD	PERIOD END DATE YYYY MM DD	EMP. REC #	HRLY. RATE	EARNS. CODE	HOURS WORKED	EARNINGS AMOUNT

June 9, 1999

_____
AUTHORIZATION YYYY MM DD