PAYROLL AUTHORIZATION
SHORT TERM CONTRACTED EMPLOYEES

ATHENS TECHNICAL COLLEGE
PAY PERIOD -

ORG	PROJ	CONTRACT TOTAL	HOURLY RATE	CONTRACT BEGIN DATE	CONTRACT END DATE	EMPL ID	EMPLOYEE NAME		HOURS THIS MONTH	PAY THIS MONTH	PAID TO DATE	CONTRACT BALANCE	CLASS	PAID MTH OF 1st	PAID MTH OF 2nd	PAID MTH OF 3rd	TOTAL TO DATE
							LAST NAME	FIRST NAME									

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Pay period runs from the 16th of one month to the 15th of the following month. Payroll authorization form and all employee documentation must be received by the business office on or before the 15th. Employees with missing documentation will not be paid until the next pay period after all documentation has been received.

Prepared By: _____

Approved By: _____

Instructions: Please list employees in alphabetical order. If more than one contract, list each separately. Form must be signed and dated by supervisor. Thank you!

Date Approved: _____