

**Indiana State University
Payroll Office**

Request for Payroll Expense Detail

Banner Org _____ Banner Index _____
(Example: 0550) (Example: PAYR)

Following the completion of each payroll for which payroll expense is generated for the above-named Banner org, a report listing payroll expense detail will be auto-emailed to the authorized recipient(s).

Authorization

I understand that by submitting this request I am authorizing the Payroll Office to provide payroll expense detail for the above-named Banner org to the following person(s):

Payroll Expense for:

<i>Name</i>	<i>Sycamore ID (991#)</i>	<i>Monthly Payroll (M1, M2, SA)</i>	<i>Non-Exempt Payroll (B1)</i>	<i>Student Payroll (ST)</i>

To rescind an authorization, please contact the Payroll Office.

Signature of Department Head

Date

Name of contact person for questions _____ *Extension* _____