Print

Reset Form

DEPARTMENTAL (MANUAL) PAYROLL VOUCHER

The University of Texas at Austin

Page ___ of ___

Voucher Date _____

Account Number _____ Account Title _____

Description _____ Pay Period From _____To _____
(Awards; Longevity; Prior Year Salary; etc.) (Dates required for processing)

EID	NAME	JOB CLASS CODE	TOTAL HOURS	HOURLY RATE	TOTAL PAYMENT

Total (last page only) _____

I certify that this payroll in the total amount of $_____ is correct; that the employees listed herein are entitled to this payment; that the rates are reasonable and just; and that this voucher is properly chargeable to the account listed above.

Prepared by: _____ Signature: _____
(print name)

Phone #: _____

Approved by: _____ Signature: _____
(print name)

Title: _____ Phone #: _____

Revised 6/8/05