

One Time Salary Payment

Name	Date to be Paid	Salary	**Account Number
_____	_____	_____	_____

Reason for Payment

Authorized by _____ Date: _____

Note:

Due by the 15th of each month for payment in the current month.

Monthly payroll is paid on the last business day of the month ONLY.

Bi-Weekly payroll is paid every other Friday.

Earlham's share of FICA taxes will be charged to the account above in addition to the salary that you specify. (7.65%)

If you have any questions, please call Patricia Houser at 1626

**Account Number

9001 Teaching Faculty

9003 Administrative

9005 Clerical Staff

9006 Maintenance Staff

9004 Seasonal/Temporary