



Cooperative Institute for
CLIMATE, OCEAN &
ECOSYSTEM STUDIES

PAYROLL INSTRUCTIONS

Form must be completed by PI/Budget Authority

*Upon completion, please email form as
an attachment to snsaleem@uw.edu*

Employee's Name _____

Employee's FTE _____

Please note: Budget percentages below must add up to 100%!

Start Date	End Date	Budget #	Budget Name	%
			TOTAL	

Completed by (PI/Budget Authority) _____

Date Completed _____