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 dentond@uw.edu

Employee's Name _____

Employee's FTE _____

Please note: Budget percentages below must add up to 100% per pay period

Start Date	End Date	Budget #	Budget Name	%
			TOTAL	0.00

Completed by (PI/Budget Authority*) _____

Date Completed _____

*If Budget Authority is someone other than yourself, please have them sign or attach an email stating their approval