

IDAHO STATE UNIVERSITY  
TEMPORARY CHANGE IN PAYROLL ACCOUNT

TO BE USED FOR TEMPORARY  
DISTRIBUTION CHANGE ONLY

Soc. Sec. # \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Position # \_\_\_\_\_

**PROPOSED TEMPORARY BI-WEEKLY PAYROLL DISTRIBUTION**

BEG. PAY DATE			END PAY DATE		
<u>ACCOUNT</u>	<u>HRS</u>	<u>HR RATE</u>	<u>BI-WEEKLY</u>	<u>#BI-WKS</u>	<u>TOTAL</u>
_____	_____	\$ _____	\$ _____	_____	\$ _____
_____	_____	\$ _____	\$ _____	_____	\$ _____
_____	_____	\$ _____	\$ _____	_____	\$ _____
_____	_____	\$ _____	\$ _____	_____	\$ _____
_____	_____	\$ _____	\$ _____	_____	\$ _____
_____	_____	\$ _____	\$ _____	_____	\$ _____
<b>Total</b>	_____	\$ _____	\$ _____	_____	\$ _____
	80 Max				

**SUBSEQUENT TO TEMPORARY BI-WEEKLY PAYROLL DISTRIBUTION**

BEG. PAY DATE			END PAY DATE		
<u>ACCOUNT</u>	<u>HRS</u>	<u>HR RATE</u>	<u>BI-WEEKLY</u>	<u>#BI-WKS</u>	<u>TOTAL</u>
_____	_____	\$ _____	\$ _____	_____	\$ _____
_____	_____	\$ _____	\$ _____	_____	\$ _____
_____	_____	\$ _____	\$ _____	_____	\$ _____
_____	_____	\$ _____	\$ _____	_____	\$ _____
_____	_____	\$ _____	\$ _____	_____	\$ _____
_____	_____	\$ _____	\$ _____	_____	\$ _____
<b>Total</b>	_____	\$ _____	\$ _____	_____	\$ _____
	80 Max				

**DISTRIBUTION -**  
 PAYROLL                      DEPARTMENT  
 HUMAN RESOURCES        GRANTS ACCOUNTING  
 DEAN'S OFFICE            BUDGET  
 Dept. UBO

Total Contract        \$ \_\_\_\_\_

Initiated By \_\_\_\_\_

REASON: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Prepared by \_\_\_\_\_ Phone \_\_\_\_\_

Dept Signature \_\_\_\_\_

UBO Signature \_\_\_\_\_

Dean Signature \_\_\_\_\_