

# One Time Salary Payment

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

Please fill in the appropriate information above.

Authorized by \_\_\_\_\_ Date: \_\_\_\_\_

Note:

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 Jennifer, ext. 1626.

\*\*Account Number

- 9001 Teaching Faculty
- 9003 Administrative
- 9005 Clerical Staff
- 9006 Maintenance Staff
- 9004 Seasonal/Temporary