



**Staff Special Consultant Pay Voucher**

**Instructions:** Use one voucher per pay period. Vouchers are due no later than noon on the first working day of the pay period following the month worked. Please send a self-addressed stamped envelope directly to Payroll and Benefits if you would like your pay warrant to be mailed. Please indicate the pay period worked and write "Special Consultant" on the back of the envelope.

Employee ID:	Record No.:	PeopleSoft Position Number:
Payroll Unit No.:	HR Dept. No.:	HR Dept. Name:
Last Name:		First Name:
Pay Period	Month:	Year:

**Distribution of Labor Cost:**

Finance Department	Fund	Account	Program	Project/Grant	Class	Percentage to be Applied
		601300				
		601300				
		601300				
		601300				
		601300				
<b>Total:</b>						%

**Day(s) of the Month:**

1	6	11	16	21	26
2	7	12	17	22	27
3	8	13	18	23	28
4	9	14	19	24	29
5	10	15	20	25	30
					31

Daily Rate: \$	Total Days:	Total Payment: \$
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Employee Address:		
City:	State:	Zip:

Employee Signature:		Date:
Campus Project Supervisor/P.I. Signature:	Campus Phone #	Date:
Campus Appropriate Administrator Signature:	Campus Phone #	Date: