

## CLAIMS PAYMENT AUTHORIZATION

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**SUBMIT TO: Human Resources Department, Mail Stop #1150**

**Date** \_\_\_\_\_

**Form should be routed to appropriate division(s) for approval prior to submitting to HR.**

Authorizing expenditure of budgeted funds, if included.

**FROM:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_ **MAIL STOP:** \_\_\_\_\_

**CONTACT:** \_\_\_\_\_ **CONTACT PHONE:** \_\_\_\_\_

\_\_\_\_\_  
Name of Department Head or Designee

\_\_\_\_\_  
Department Head/Designee Signature - **Required for all actions**

### TYPE OF CLAIM

- ☐ (1) Out of class work
- ☐ (2) 8D adjustments
- ☐ (3) Grievance decisions (Informal/Formal. Attach supporting documentation.)

\_\_\_\_\_  
Name of Human Resources Services Manager/Designee      Human Resources Services Manager/Designee Signature - **Required for Items 1-3**

- ☐ (4) Disciplinary appeal/amendment (Attach notice or agreement.)
- ☐ (5) Decision of Hearing Officer/Arbitrator (Attach Copy.)
- ☐ (6) Discrimination appeal resolution (Attach agreement.)
- ☐ (7) Court Order
- ☐ (8) Union Agreement

\_\_\_\_\_  
Name of Employee Relations Division Rep.      Employee Relations Rep. Signature - **Required for Items 1 and 3-8**

- ☐ (9) Other Payroll Correction beyond 2 pay periods.

**Forward completed form with required signatures to Employee Services for processing.**

### REQUEST

Please pay the following: \_\_\_\_\_ , \_\_\_\_\_  
Employee Name Employee Number

from Budget Organization No. \_\_\_\_\_ the total amount of \$ \_\_\_\_\_

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**Employee Name:** \_\_\_\_\_

**Employee Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**TO AUDITOR/CONTROLLER** Validated by: \_\_\_\_\_

1) Date to Employee Services for verification: \_\_\_\_\_

Accuracy Verified by (print name) \_\_\_\_\_ Verified by (Signature) \_\_\_\_\_

2) Date Original Sent to Payroll: \_\_\_\_\_

**Copy to be retained by Employee Services.**

### COMPUTATION

☐ Mark here if attached

(Method of determining pay rate.)

Total of \$ \_\_\_\_\_ computed at \$ \_\_\_\_\_ per hour, derived from \_\_\_\_\_ for \_\_\_\_\_ hours, covering the  
dates \_\_\_\_\_ and Pay Periods \_\_\_\_\_

**\*The following public queries are available to assist in the preparation of claims:**

- RV\_TL\_EARNED\_ADJ\_EMP (prompts for emplid/pay period date range & captures finalized/summarized employee earnings & hours by pay period). Requires Time & Labor Processor role to run.
  - RV\_TL\_EARNED\_ADJ\_EMP\_1 (prompts for emplid/earns begin & end dates). Requires Time & Labor Processor role to run.
  - RV\_TL\_FILLED\_LBR\_EMP (prompts for emplid/pay period date range & captures detail daily T&L data entry). Requires Time & Labor Processor role to run.
  - RV\_HR\_EMPLOYEE\_HISTORY (prompts for emplid & captures all employee history from the job rows in PeopleSoft)
- (Please include printout of either of the first 2 query results, including subtotals for difference owed by pay period).**

### JUSTIFICATION:

### OTHER DEPARTMENT COMMENTS/ADJUSTMENTS: