

Email form to caspayrl@mailbox.sc.edu

Current/Future Payroll Accounting ¹ ONLY ²			
Dept. #	Dept. Name:		
EMPL ID:	Name (Last, First, Middle):		
EMPL Record:		Student?	YES NO
Justification/Notes:			

Effective date:

FROM ACCOUNTS

DEPT	FUND	ACCOUNT	CLASS	PROJECT	PERCENT	COST SHARE	SALARY AMOUNT

TO ACCOUNTS

DEPT	FUND	ACCOUNT	CLASS	PROJECT	PERCENT	COST SHARE	SALARY AMOUNT

1. If this is a current/future payroll accounting change for a specific time period (i.e. for fall semester only), include another payroll accounting form with the effective date and relevant information for the subsequent accounting change (i.e. for spring semester).
2. Please use the [Payroll Retro Funding Change Form](#) to make account changes to payroll that has already posted, and submit to caspayrl@mailbox.sc.edu.

Initiator Name:	Date:
Unit Head Signature:	Date:
PI Signature (if applicable):	Date: