



**Payroll Request Form**

Instructions: Complete fields below and email to [IMSPayroll@uconn.edu](mailto:IMSPayroll@uconn.edu). Our administrative team will confirm receipt and solicit additional details from you as needed. Thank you!

Today's Date

Requester/Supervisor Name

Type of Payroll

Type of Transaction

Employee Full Name

Dates of Pay

Weekly Hours/ FTE  (Full time AY GA is 20 hrs, Summer GA 40 hrs, & Postdoc 40 hrs)  
Percentage

Stipend/Rate (if known)

Account Information

Comments for IMS Staff

**For IMS Financial Staff Only**

Finance Account Approval

Approval Date

Comments