UNIVERSITY OF TEXAS ARLINGTON

Payroll Services

Departmental Vacation/Holiday Payroll Voucher

Form 1-6
05/05/2014

Cost Center: 320011 - 57601 - Vacation/Holiday

Empl ID	Employee name	Term Date	Pay Type	Job Class	Hours	Rate	Total
PAYROLL TOTAL (Last Page Only)							

The Separation Form has been forwarded: ☐ Yes ☐ No

Add Page | Remove Page

The Separation Form must be forwarded to the Office of Human Resources before this document can be approved.

Valid Pay Types for this voucher:

VAC = Vacation

HOL = Holiday Pay

Distribution of check:

☐ Direct Deposit (if previously set up)
☐ Mail check to forwarding address:

_____

_____

I certify that this payroll in the amount of _____ is correct; that the services herein enumerated have been performed; that the rates are reasonable and just; and that this voucher is properly chargeable to the account listed above.

_____
Type Name

_____ _____ _____ _____
Date Signature (for department) Date Approved by Office of Human Resources

_____
Department Name

You may be entitled to know what information UT Arlington collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UT System Administration UTS139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.

MODIFICATION TO THIS FORM IS STRICTLY PROHIBITED.