Earnings Code Request Form

Earnings Code Name and Short Abbreviation:

Submitted By (Team / Contact Person):
Date Submitted:

Description of Problem / Need:

Recommendation:

Effective date of the new earnings code:

Indicate which pay group to add new earnings code to:

Benefits Approval (Approver and Date):
Special Accumulators to be assigned to Earnings Code. If none, please indicate N/A:

Payroll Approval (Approver and Date):
Indicate taxes earnings code is subject to. If none, please indicate N/A

HR Workteam Approval (Approver and Date):
Indicate if earnings code needs assigned to TLX Special Accumulator (hours worked).

Time and Labor Approval (Approver and Date):

Alternatives:

Risks:

Resource Requirements:
   Technical:
   Functional:

Timeline (start date through implementation date):

Impact on other Projects:

Dissenting Views:

Supporting Material Attached (e.g. Synopsis from Oracle, process improvement flowchart, etc.):

Mod# if applicable:

Decision / Date: Yes _____ No _____Yes w/conditions _____

   Conditions (if any):