University Financial Services

Request for Payroll Wage Type

Please describe the intended use for the wage type: **Start Date of Wage Type:** _____

Category of wage type: **Proposed wage type description:**

(*i.e. Incentive Pay)*

☐ **Payment** *(Please check all that apply)*

Pay frequency: ☐ BW ☐ MO ☐ One-time ☐ Recurring

Employees: ☐ All ☐ Restricted By:

☐ **Deduction** *(Please check all that apply)*

☐ Set Amount ☐ Variable ☐ One-time ☐ Recurring

Employees: ☐ All ☐ Restricted By:

Please Explain:

☐ **Benefit**

☐ Employee ☐ Employer ☐ Pre-Tax ☐ Post Tax

Please provide additional details:

Reporting Needs: (*Please describe*)

Requested By (Name)	Dept Code	Department Name	Date
Reviewed by Payroll Director or Benefits Officer/Manager			Date
Reviewed by Compensation Manager			Date
Approved by Controller			Date
Approved by VP for Human Resources			Date
Established by EAG Team Member	Wage Type #(s) Assigned		Date

PAYROLL/BENEFITS OFFICE USE ONLY

W-2 Reporting ☐ Yes ☐ No Reportable Box# on W2

☐ Taxable ☐ Non-Taxable

Posting to G/L #

G/L Needed ☐ Yes ☐ No

AWR Calc ☐ OT Eligible ☐

Updated 11/09/26