

# Payroll Outside of WTE

Use this form to report payroll items, not included as Web Time Entry (WTE) options, that were previously recorded on the paper payroll vouchers. To make use of this form, the Approver or their Proxy will:

- 1) Complete the form.
- 2) Print a hard-copy of the form. **Note:** *An electronic version of this form cannot be saved.*
- 3) Ensure the form is signed by the employee's supervisor.
- 4) Retain a hard-copy of the signed form and any supporting documentation for four (4) years.
- 5) Send the original signed form and any supporting documentation to the Payroll department.

**The changes reported on this form must be turned into the Payroll department by the WTE submission deadline in order to be included on your next check.** Contact the Payroll department at 734.487.2393 if you have any questions or need help with this form.

## Employee Information

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Today's Date	<input type="text"/>	Pay Period End Date	<input type="text"/>	Fund/ORG	<input type="text"/>
Position #	<input type="text"/>	EClass	<input type="text"/>	Dept	<input type="text"/>
E-ID	<input type="text"/>	Last Name	<input type="text"/>	First Name	<input type="text"/>

**IMPORTANT:** *This is an interactive form, in that the answers you provide in the Employee Information section above will aid in determining the sections and fields that display here.*