BRIEF EXPLANATION OF BLANK PAYROLL FORMS

REQUEST FOR FORM 500 (FORM 500R) – The annual operating budget is amended with respect to salaries and the initiation or alteration of employment status by means of a FORM 500. A computer generated FORM 500T may be used to initiate changes to a position or individual by completing the recommend line. A blank FORM 500R may be used when a FORM 500T is not available. See FORM 500 Processing for detailed instructions.

MONTHLY SUPPLEMENTAL BUDGET VERIFICATION DOCUMENT – This form is used in those instances in which the approval for payment due a monthly-paid employee is not included on a regular Budget Verification Document (BVD). See Payroll Procedures – Supplemental Monthly BVD for detailed information.

REQUEST FOR COMPENSATION FOR CONTRIBUTION TO A CONTINUING EDUCATION OR OTHER EXTRA CURRICULAR ACTIVITY – Used for faculty or staff member(s) who are employed full time and need to be paid for work rendered over and above the employee’s regular duties. Used for grant work performed by faculty members outside their regular duties and office hours.

BIWEEKLY SUPPLEMENTAL FORM – Form is to be used to pay a biweekly employee for (1) lump sum vacation/annual leave, (2) sick leave/death benefits, (3) longevity, or (4) supplemental pay. Also, this form is used when a wage employee submits a time card past the deadline for submitting HPPRs.

REQUEST FOR TAX WITHHOLDING ON NON-SALARY COMPENSATION ITEMS – Used for taxable fringe benefits that should be processed through payroll for taxes to be withheld.

CHECK CANCELLATION FORM - Paychecks to be cancelled should be accompanied by this form and by a copy of each payroll voucher detail on which the original payment was made. Failure to return a check which requires full or partial cancellation within the current calendar year will result in an incorrect W-2 Form being provided to that employee.

PAYMENT CANCELLATION FORM – Used when a payment has been made to the employee from an incorrect source account or for an incorrect payment amount. The original payment needs to be cancelled and reissued from another source account. Failure to return a check which requires full or partial cancellation within the current calendar year will result in an incorrect W-2 Form being provided to that employee.

MONTHLY TIME SHEET – Used by monthly paid non-exempt employees to record time worked. The time sheet should be submitted to the payroll office by the 5th of the following month.

BIWEEKLY TIME CARD – Used by all wage employees to record time worked and FICA status.

EXTENDED PAY PLAN FORM – Used to enroll in the Extended Pay Plan Program. This program is for employees with 9 or 10 ½ month contracts.

MAIL CHECK AUTHORIZATION FORM - Used to elect mailing of payroll check to the employee’s home. Currenty, this is only offered to adjunct instructors. Part-time employees pick up their payroll checks in the business office or receive it by direct deposit.

AUTHORIZATION TO RELEASE PAYCHECKS - Used to authorize an individual to pick up an employee paycheck.

DEPARTMENT AUTHORIZATION TO PICK UP PAYCHECKS - Used to authorize an individual within a department to pick up all paychecks for that ADLOC.

REQUEST FOR DUPLICATE EARNINGS STATEMENT - Used to request a copy of payroll earnings advice as a replacement for a lost payroll check stub.
REQUEST REPLACEMENT CHECK FORM - Used to request a replacement check for a lost payroll check.

AUTHORIZED SIGNATURE FORM – Used to assign person responsible for signing time sheets, HPPRs, BVDs, and request for FORM 500 for a department.

APPLICATION FOR STUDENT FICA EXEMPTION/FINAL SEMESTER – application used to apply for FICA exemption when a student is in their last semester and enrolled in the number of hours needed to complete their degree or course of study.

CHANGE OF ADDRESS FORM – Used to change your address in the B/P/P system.

DIRECT DEPOSIT FORM – Used to establish direct deposit of payroll checks into an employee’s bank account.

VACATION PAY-OUT AFFIDAVIT FORM – Used when a terminated employee elects to receive a lump-sum payment for accrued vacation and has not been re-employed by a state agency within 30 days of the termination date.

FORM 1-9 - Used verify the employment eligibility and identity documents presented by the employee. Acceptable documents are listed on the back of the form. The form must be completed and submitted to the Payroll Office within 3 days of the hire date. All U.S. employers are required to complete and retain Form 1-9 for each individual (citizen and non-citizens) hired for employment in the United States.
TAX FORMS

REQUEST FOR DUPLICATE W-2 - Used to request a duplicate W-2 that may have been lost or destroyed.

W-4 FORM – Used to establish your Federal Income Tax withholding status for payroll calculations.

W-5 FORM – This form is used if you are eligible to get part of the EIC in advance with your pay. This form must be completed at the beginning of each calendar year if you are eligible to receive a portion of the EIC in advance with your pay.

STATE OF ARKANSAS TAX FORMS

Employee’s Withholding Exemption Certificate, FORM AR4EC – Used when the employee’s earnings are subject to Arkansas State Income Tax.

Employee’s Special Withholding Exemption Certificate, FORM AR4ECSP – Used when the employee’s earnings are exempt from Arkansas State Income Tax withholding.

Texarkana Employee’s Withholding Exemption Certificate, FORM AR-4ECTX – Used when the employee is a resident of Texarkana, AR and resides within the city limits of Texarkana. This will exempt the employee’s earnings from Arkansas State Income Tax withholding.