JISAO Principal Investigator/Budget Authority
INSTRUCTIONS TO PAYROLL COORDINATOR

Please complete this form and email it as an attachment to the JISAO Payroll Coordinator to merlej@uw.edu whenever changes are required to an employee's budget distribution, FTE, pay dates, etc. Email subject line is "Payroll Distribution".
Use one form per employee.

Employee Full Name _____ Full-time ☐ Part-time ☐

Start Date	End Date	Budget #	Budget Name	FTE (%)	Comments

Completed by (PI/budget authority): _____

Date completed: _____