

PAPERWORK RECIPIENT OVERRIDE

Personnel, Hardcopy Time Reports, Gross Pay Registers

NOTE: Personnel paperwork is mailed to the Department Manager who is listed for the Department ID that is the administrative department for an employee. Hardcopy time reports are mailed to the Department Manager who is listed for the Department ID that is the appointing department for an employee. The Fund/Department/Program sort of the Gross Pay Registers is mailed to the Department Manager for the Department that is part of the chartfield combination represented by the shortcode.

It is possible to individually override the mailing of these 3 types of reports for a department. There can be only one override recipient for each type of report for each department. Enter the Name and EmplID for each override recipient in the appropriate Section below.

Complete the appropriate section(s) of this form, obtain signature of Department Manager and return it to the University Payroll Office, G395 Wolverine Tower, 1279. Fax (734) 647-3983. Phone (734) 615-2000.

Department ID Number (6 digits) _____

Department Description _____

Name of Department Manager _____
Please Print.

Section A: Personnel Paperwork Recipient Override

Recipient's Name _____
Please print.

Recipient's Empl ID _____

Section B: Hardcopy Time Report Recipient Override

Recipient's Name _____
Please print.

Recipient's Empl ID _____

Section C: Gross Pay Register Recipient Override

Recipient's Name _____
Please print.

Recipient's Empl ID _____

Department Manager's Signature

Phone

Date
RecipientOver_Front.doc, 1/3/01