

# Receipt Personal Payment

*Business Unit* \_\_\_\_\_ *Payment Amount* \_\_\_\_\_

*Employee* \_\_\_\_\_ *Emplid* \_\_\_\_\_

*Payroll Period:* \_\_\_\_\_ *Payment Type:* \_\_\_\_\_

Deduction Code							Total

*Comments*

*Personal Payment while employee was on*

*Human Resource*

Payment Received By:	Date:		
Mailed to Payroll			