# Earnings Code Request Form

**Earnings Code Name and Short Abbreviation:**

**Submitted By (Team / Contact Person):**
**Date Submitted:**

**Description of Problem / Need:**

**Recommendation:**

**Effective date of the new earnings code:**

**Indicate which pay group to add new earnings code to:**

**Benefits Approval (Approver and Date):**
**Special Accumulators to be assigned to Earnings Code.  If none, please indicate N/A:**

**Payroll Approval (Approver and Date):**
**Indicate taxes earnings code is subject to.  If none, please indicate N/A**

**HR Workteam Approval (Approver and Date):**
**Indicate if earnings code needs assigned to TLX Special Accumulator (hours worked).**

**Time and Labor Approval (Approver and Date):**

**Alternatives:**

**Risks:**

**Resource Requirements:**

      **Technical:**

      **Functional:**

**Timeline (start date through implementation date):**

**Impact on other Projects:**

**Dissenting Views:**

**Supporting Material Attached (e.g. Synopsis from Oracle, process improvement flowchart, etc.) :**

**Mod# if applicable:**

**Decision / Date:  Yes _____    No _____Yes w/conditions _____**

      **Conditions (if any):**