

Purpose of this form:

The Additional Pay Form for Faculty/Staff Payroll is to be used to make certain categories of payments to

employees who are currently active on the Faculty Staff Payroll **in addition** to their biweekly pay.

Such payments are:

Non Classified Comp time payments
Hall Directors Building Coverage
On Call Status Payments for Risk and Safety Personnel
Athletic Coaches' Bonuses

This form must be received with the Employee's biweekly timecard in order to ensure timely processing of the payment.

All areas must be filled out.

Name:	Name of the employee receiving payment.
Payroll account #:	The payroll account number, which can be found in the upper right corner of the employee's timecard.
College:	Name of the college the employee works for.
Work assignment period:	Period of timework is performed for this assignment.
Dept. name:	Name of the department the employee works for.
SS#:	Social security number of the employee receiving payment.
Hourly rate:	The hourly rate of the employee.
Union affiliation:	Which union the employee is in.
Number of hours paid:	The total number of hours to be paid. If payment is a bonus, or the pay is not directly related to the number of hours worked, enter N/A for not applicable.
Authorized amount:	Total amount to be paid.
Six digit account to charge:	The account to be charged for the additional pay. If the home department is to be charged, this field can be left blank. If the account to be charged is a ledger 5 account, the form must be sent to Research and Grant Accounting Office for approval. If the account is not a ledger 5, the form must be sent to the Budget Office for approval.
Effort code:	This line must be filled out if the account to charge is a ledger 5.
Reason for payment:	Enter a brief reason for this additional payment.
Signatures and dates:	All forms must be signed by the Payee, by the Department Head, the Principal I by either the Budget or Research Office, depending on whether the account to charge is a ledger 5 or not, and by Human Resources.