

# URI FACULTY / STAFF ADDITIONAL PAY FORM

The Additional Pay Form (**APF-3**) for Faculty / Staff Payroll is to be used to make **specific types** of payments to employees currently active on the Faculty / Staff Payroll **in addition** to their biweekly pay.  
**This form must be accompanied by a detailed listing of dates & hours of overtime worked.**

**ALL AREAS MUST BE FILLED OUT.**

<p><b>SELECT THE APPROPRIATE TYPE OF PAYMENT:</b> (check off one)</p> <p><input type="checkbox"/> On Call Status Payments for Risk &amp; Safety Personnel</p> <p><input type="checkbox"/> Non Classified Comp Time Payments</p> <p><input type="checkbox"/> Hall Directors Building Coverage</p> <p><input type="checkbox"/> Athletic Coaches' Bonuses</p>	<p><b>REASON FOR PAYMENT:</b> <small>(required field)</small></p> <hr/> <hr/> <hr/> <hr/>
<p>ALL OTHER PAYMENTS for additional compensation beyond regular salary continues to be handled using HRA'S USP-7 form which is available on their website.</p>	<p><b>SIX DIGIT ACCT #:</b> <small>(OLD FRS ACCOUNT#: SHOULD BE THE SAME AS USP-2)</small></p> <hr/> <p><b>EFFORT CODE:</b> <small>(For Ledger 5 Accounts only)</small></p> <hr/>

<b>NAME:</b> _____	<b>SS#:</b> _____
<b>PAYROLL ACCT #:</b> _____ <small>(Not People Soft #)</small>	<b>DEPT. NAME:</b> _____
<b>WORK ASSIGNMENT PERIOD: FROM:</b> _____	<b>TO:</b> _____ <b>UNION:</b> <input style="width: 50px; height: 20px;" type="text"/>
<b>TOTAL HOURS PAID:</b> _____	<b>HOURLY RATE:</b> _____
<b>AUTHORIZED AMOUNT OF PAYMENT:</b> _____	

**SIGNATURES AND DATE SIGNED:**

	<b>PAYEE</b>	<b>DATE</b>
<b>DEAN / DIRECTOR / DEPT. HEAD</b>	<b>BUDGET / RESEARCH (For Ledger 5 Accts.)</b>	<b>DATE</b>
<b>PRINCIPAL INVESTIGATOR</b>	<b>HUMAN RESOURCES</b>	<b>DATE</b>

<small>(clerk's initials)</small>	
<b>FOR PAYROLL USE ONLY</b>	
BACK UP RECEIVED	
RETRO POSTED	
AMOUNT OF RETRO	\$
DATE COPY TO PR ACCT.	