

**EXTRA PAY FOR NON-EMPLOYEES,
REGULAR EMPLOYEES AND ADJUNCTS
(NO STUDENT PAY ON THIS FORM)**

1. All extra pay for regular employees must be turned in to Human Resources and must be received by the 15th to be processed for pay on the 25th. Extra pay for full-time faculty/staff **must be for work unrelated to their regular job**.
2. All extra pay for non-employees must be turned in by noon on Tuesday for a check on Friday.
3. Contract employees **must have a contract on file** in the Human Resources Office prior to pay request.
4. **All information must be provided**, otherwise the form will be returned for completion. Incomplete forms will not be processed.
5. If you are submitting a list of regular employees to be paid equal amounts for performing the same task, please put "List Attached" in NAME section and complete the form beginning with the Date of Service.

NAME: _____ SSN _____
(Address and SSN not required for regular employees)

ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____ DATE OF SERVICE: _____

AMOUNT TO PAY \$ _____ DATE TO PAY: _____ OR

NUMBER OF MONTHS TO PAY _____ MONTH TO BEGIN _____ AMOUNT EACH MONTH: _____

CLASS NAME OR PURPOSE OF PAY _____

For employee's special pay, do you want taxes added so check will be for amount indicated (Ex: honorarium) YES: _____

TRAVEL AMOUNT \$ _____ OR NUMBER OF MILES _____ @ .40 per mile

CHARGE TO ACCOUNT NUMBER: _____

MAIL CHECK(S) _____ or RETURN CHECK(S) TO PERSON REQUESTING _____

ALL APPROPRIATE SIGNATURES MUST BE OBTAINED BEFORE SUBMITTING FORM TO PAYROLL:

REQUESTED BY: _____ DATE: _____

CHAIRPERSON OR SUPERVISOR (up to \$500): _____ DATE: _____

DEAN (\$501 - \$1500): _____ DATE: _____

SIGNATURE OF APPROPRIATE ADMINISTRATOR:

President, Provost or Vice President (\$1501 - \$3999) plus VP, CFO if \$4000+ DATE: _____

FOR HUMAN RESOURCES USE ONLY:

PAYROLL: FILE # _____ DEPT # _____ A E O U M DATE POSTED _____

_____ JOURNAL ENTRY: Transfer from 10-40-4990-5101 or _____ TO _____

_____ ACCOUNTS PAYABLE: Approved for pay as non-employee as indicated: _____ DATE: _____