

**EXTRA PAY REQUEST FORM
FOR FACULTY AND ADMINISTRATORS ONLY
(ONETIME PAYMENT)**

Department: _____ Date: _____

Budget Head Signature _____ Vice President Signature _____

Salary Account Number To Charge: _____

Date(s) Of Service: _____

Describe Work Performed: _____

Is Person Currently On Payroll? Yes - If a teaching assignment for credit hours, use a Part-Time Teaching Agreement. Bonuses for Admin. May be requested by memo. They need VP and HR Director signatures before payroll processing.

Is Person Currently On Payroll? No - Please contact the Human Resource Office for hiring procedures. Any teaching assignment for credit hours must go on a Part-Time Teaching Agreement. Non-teaching assignments should go on a Service Agreement. Those departments not reporting to the Provost may obtain a Service Agreement through the Human Resource Office.

This form is not to be used for payment of Non-exempt Staff. Non-Exempt employees must report any additional hours worked for any department on campus on a Time Sheet upon completion of the Position Request Form.

Please see reverse side for information on Employee vs Independent Contractor Status

List employee(s) to be paid. A PLU assigned Id number should be provided in order to process.

<u>Name</u>	<u>PLU Assigned Id #</u>	<u>Amount</u>	<u>Estimate Hours (Required)</u>	<u>Payroll Use Only</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Return to Payroll now located in the Hauge Administration Building (room 102-9), by the 11:00 a.m. due date of the Pay Schedule