

**EXTRA PAY REQUEST FORM  
FOR FACULTY AND ADMINISTRATORS ONLY  
(ONE TIME 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 located on 121<sup>st</sup> & Park (Bldg 12013) by the 11:00 a.m. due date of the Pay Schedule**