

Extra Pay Request Form
(One Time Payment)

To ensure timely payment, please return form to Payroll
at least 5 business days prior to the current payday.

Department: _____	Date of Request: _____
Budget Head Printed Name: _____	College Dean/VP Printed Name: _____
Signature & Date: _____	Signature & Date: _____
Budget Account Number to Charge: _____ - _____ - _____ - _____	
Date(s) of Service: _____	
Brief Description of Work Performed: _____	

Is this Person Currently On Payroll? If Yes – This form is to be used for additional pay outside of one’s current job duties for Exempt, Non-exempt Staff & Student Employees. This form can be used for Bonuses or Awards for employees, one-time performances or short-term duties not to exceed 40 hours per form per employee, or to go over a 30-day period per form. Each form will need Budget Head and VP signatures before payroll processing. *Please attach additional backup if needed* Is this Person Currently On Payroll? If No – Please contact Human Resource for hiring procedures. If the extra pay is for a teaching assignment for credit hours, you will need to produce a Part-Time Teaching Agreement. Non-teaching assignments should go on a Service Agreement. If the scenarios listed above do not apply, you may be instructed to reach out the Financial Services Department.

List employee(s) to be paid. All fields are required in order to process payment.				
Full Name	PLU ID #	Amount \$	Estimated Hours	*Payroll Use Only*
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____