

PEPPERDINE UNIVERSITY

ADDITIONAL EMPLOYEE PAYMENTS

Notes

1. Bonus requests must be processed on Bonus Payment Request Form; do not use this form for bonuses.
2. One-time payments are processed through Payroll for Monthly employees; **all onetime Payments to Bi-Weekly employees need to be reviewed by Human Resources.**
3. Submit the completed form to Payroll along with any supporting documentation.

Employee Information (All fields are required)

Name (Last, First, MI) _____ Campus-Wide ID _____

Amount \$ _____

Chartfield Information

Business Unit	Fund	Dept	Account	Class
Program	Product	Project		Operating Unit

Reason for Additional Payment(s)

Requestor (Signature) *Print Name* *Date* *Extension*

Major Area Budget Manager (Signature) *Print Name* *Date* *Extension*

Vice President (Signature) *Print Name* *Date* *Extension*