PEPPERDINE UNIVERSITY

ADDITIONAL EMPLOYEE PAYMENTS

Notes

1. All bonuses require your area Vice-President's signature.
2. One-time payments are processed through Payroll only for Monthly employees; **all onetime Payments to Bi-Weekly employees need to be processed through 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*

Return Completed Form to the Payroll Office - Mail Code 4636

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