



## ADDITIONAL EMPLOYEE PAYMENTS

**Notes**

1. Bonus requests must be processed on Bonus Payment Request Form; do not use this form for bonuses.
2. Additional or one-time payments are processed through Payroll for Monthly employees. Biweekly employees cannot receive one-time payments, unless for bonuses or awards, and need to be reviewed by Human Resources.
3. If the recipient of the one-time payment works at a school, approval from Dean is required.
4. 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)**

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

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

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*Dean (Signature)* *Print Name* *Date* *Extension*  
*Required only if payment recipient is employed at a School*

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