



## Supplemental Pay Form

*The supplemental pay form is only used to pay a bonus, award, general stipend, directed study, co-op supervising, and honorariums for employees. Documentation must be attached. Please contact Human Resources if you are unsure whether you should use the supplemental pay form or request a new position. All fields below are required. Submit completed form to Human Resources.*

<b>Employee Name</b>	<b>ID Number</b>
<b>Initiator Name</b>	<b>Date Prepared</b>

<b>Amount</b>	<b>Date(s) Worked</b>
<b>Payment Reason &amp; Other Comments</b>	

Fund Code	Org Code	Payroll Acct Code*	Cost Center Title	Amount

*\*Supplemental pays must be paid from a PAYROLL account. If funding comes from an operating account or if there is not sufficient funding in the payroll line, a budget transfer must be attached.*

<b>Budget Manager</b>	<i>Print Name</i>	<i>Signature</i>	<i>Date</i>
<b>Vice President</b>	<i>Print Name</i>	<i>Signature</i>	<i>Date</i>
<b>Human Resources</b>	<i>Print Name</i>	<i>Signature</i>	<i>Date</i>

Payroll Use Only	
<b>Entry</b>	
<b>BW</b>	

<b>Budget Approval</b>
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