

Special Pay

This action is subject to all applicable laws, rules and regulations and may be investigated, corrected or cancelled if not in accordance with all requirements.

SECTION A - Employee Information

Date Submitted:

Home Dept #	Home Pos #	Employee ID #	EE Rec #	Paygroup	Employee Name (Last Name, First Name, MI)

SECTION B - Type Of Payment

Mark (X) and complete ALL boxes which apply. You may report mutple boxes for each person. Dates indicate dates worked.

<input type="checkbox"/>	Missed Pay or INT Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	ALP/Comp Payout: Last day worked	<input type="text"/>
Dates		Hourly Rate (six decimals)					\$/hour (six decimals)	
to		Amount Owed					ALP Hours	
							Comp Hours	
							Total	

<input type="checkbox"/>	Diff in Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Dual Employment	<input type="text"/>	<input type="text"/>
Dates		New Hrly Rate (six decimals)				Amount		Dates
to		Old Hrly Rate (six decimals)				OR hours		to
		Difference				hourly rate		
		# hours						HR Use Only

<input type="checkbox"/>	Other Lump Sum (INT, Special Project/Event, Bonus/Award, Summer School/Pay, Other)								
	Specific Type:	<input type="text"/>	(use Comments/Remarks for additional information)					<input type="checkbox"/>	Mark box if attachments included
Dates		Amount	<input type="text"/>					<input type="checkbox"/>	
to		HR Use Only						<input type="checkbox"/>	
	Comments/Remarks:								

SECTION C - Allocation of Pay and Description of Request (sum Amount must match Section B totals)

Note: If paying multiple types of pay, please separate numbers below, i.e. ALP and Comp listed separately.

Account Number						Amount	Earn Code HR Use Only
Account	Fund	Dept	Program	Class	Project/Grant		
Total Amount to be Paid:						<input type="text"/>	

SECTION D - AUTHORIZATION - Signatures below indicate validity of dates of service and work performed.

Submitted by: Phone number:

Date:	<input type="text"/>	Signature:	<input type="text"/>	Date:	<input type="text"/>	Signature:	<input type="text"/>
Signature Certifying Availability of Funds				Graduate School Approval (for any Grad Student)			
Other Signature if Needed				International Office Approval (for any Int'l Employee)			
Human Resources				Human Resources - Retirement Division - (for ALP/COMP payout)			

This Box HR Use ONLY - DO NOT USE