



Stephen F. Austin State University Authorization for Additional Compensation Payment

"Additional Compensation" means a payment in addition to the base appointment salary for work that is clearly in addition to regularly assigned duties and that must be performed outside of normal working hours or during vacation or compensatory time, as appropriate.

This form must be in Payroll Services by the 1st of the month to be processed for the next pay date. All monies are paid on the 1st of the month.

SECTION I

Employee Name:

CID Number:

This employee has completed services for the Department of:

These services consisted of:

Actual dates services began and ended: _____ to _____

Account Manager's Signature

Date

Dean/Director's Signature

Date

Director of Human Resources Signature

Date

AVP for Budget and Finance Signature

Date

SECTION II – PAYMENT OF FUNDS

Total Amount to be Charged:

Account Name:

Account Number:

Amount to be paid this payroll:

To be paid as a lump sum of:

OR monthly basis of:

FOR PAYROLL USE ONLY

Job Group:	Assignment:	Pay ID:	Pay #:
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