



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.

All monies will be paid on the payroll following receipt of this payment form (and the matching services form) in the Payroll Office.

SECTION I All fields are required. Failure to complete the form may delay processing.

Employee Name:

CID Number:

This employee has completed services for the Department of:

These services consisted of:

Actual dates services began and ended: _____ to _____ .

Signatures for Approval

Account Manager

Date

Dean/Director

Date

Budget Office

Date

Human Resources

Date

SECTION II – PAYMENT OF FUNDS

Total amount to be charged:

FOAP (Account Number):

Amount to be paid this payroll:

To be paid as a lump sum of:

OR monthly basis of:

FOR PAYROLL USE ONLY

Position Number - Suffix: _____	Pay ID: _____	Pay #: _____
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