

**Additional Pay Preapproval Request Form**

**TO:** Payroll Coordinator **FROM:** **DATE:**

|  |  |
| --- | --- |
| Name/Names of Payee: |  |
|  |  |
| Explanation of the work that is being completed: |  |
|  |
| Reason for the Work (please circle) |  Teaching Research Event Planning Working University Event Writing/Editing  Project Work Other (explain):  |
|  |
| Is the extra work outside of hours?  |  Yes or No | Is the extra work outside of duties? |  Yes or No |
|  |
| Is this a recurring event? Will they be paid in increments (yes-it is recurring) or all at once (then it is not recurring) |  Yes or No | What is the Compensation Date Range? | Starting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_Ending Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |
| Name of Payee’s Supervisor: |  | Amount Range or Exact Amount | From: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_To: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_Exact Amount $\_\_\_\_\_\_ |
|  |
| Funding Source: |  |