

**Additional Pay Preapproval Request Form**

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

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| --- | --- | --- | --- |
| 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: |  | | |