



PAYROLL EMPLOYEE COMPENSTION REQUEST

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Z Number: \_\_\_\_\_

Company: \_\_\_\_\_

Please write complete description for issuance of additional compensation for employee. Include class taught, seminar performed, activity, etc. and period in which it is to take place.

_____	\$ _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**TOTAL** \$ \_\_\_\_\_

List Payment Date(s) amount should be charged to. (If compensation is to be reflected in one check only, please show only that date.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACCOUNT TO BE CHARGED:**

FUND: \_\_\_\_\_ ORG: \_\_\_\_\_ Account: \_\_\_\_\_ Program: \_\_\_\_\_



_____ Requester/Org. Manager	_____ Date
_____ Dean/Director/Vice Pres./Exe. V.P./Provost	_____ Date
_____ Budget	_____ Date