



REQUEST FOR ADDITIONAL PAY BUSINESS OPERATIONS

Reason for Additional Pay:

- Additional Pay (One-time payment; can't be paid through timekeeping; regular tax)
- Bonus
- Staff Award
- Supplemental Compensation (Additional duties on a short-term basis; supplemental tax – 25%)

General Information:

Name	
Effective Date(s)	
Earnings Per Month	
Total Earnings	
Funding Information	
Department	
Fund	

Reason:

Supervisor Signature

Director Signature

Date

Date