URI FACULTY / STAFF ADDITIONAL PAY FORM

The Additional Pay Form **(APF-3)** for Faculty / Staff Payroll is to be used to make **specific types** of payments to employees currently active on the Faculty / Staff Payroll **in addition** to their biweekly pay.

This form must be accompanied by a detailed listing of dates & hours of overtime worked.

ALL AREAS MUST BE COMPLETED

SELECT THE APPROPRIATE TYPE OF PAYMENT:

REASON FOR PAYMENT:
(required field)

- ☐ On Call Status Payments for Risk & Safety Personnel
- ☐ Non-Classified Comp Time Payments
- ☐ Hall Directors
- ☐ Athletic Coaches Bonuses
- ☐ Other

PeopleSoft Chartfield #

Effort Code:
Fund 500 Accounts only

Name:

PS Empl #

Payroll Account #

Dept Name:

Work Assignment Period: from: _____ to: _____   Union:

Total Hours Paid: _____ OR Authorized Amount of Payment: (example: bonus/award)

SIGNATURES AND DATE SIGNED:

_____
PAYEE   **DATE**

_____
DEAN / DIRECTOR / DEPT. HEAD   **DATE**

_____
PRINCIPAL INVESTIGATOR   **DATE**

_____
HUMAN RESOURCES   **DATE**

OVERTIME	S/T	O/T	H/W
OVERTIME HRS PAID			
RETRO HOURS			
CHARGED TO HOME DEPT			
CHARGED TO O/T DEPT			
TOTAL			

FOR PAYROLL USE ONLY	(clerk's initials)
BACKUP RECEIVED	
RETRO POSTED	
AMOUNT OF RETRO	$
DATE COPY TO PR ACCT.	

rev: 1/24