

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

<p>SELECT THE APPROPRIATE TYPE OF PAYMENT:</p> <p><input type="checkbox"/> On Call Status Payments for Risk & Safety Personnel</p> <p><input type="checkbox"/> Non-Classified Comp Time Payments</p> <p><input type="checkbox"/> Hall Directors</p> <p><input type="checkbox"/> Athletic Coaches Bonuses</p> <p><input type="checkbox"/> Other</p> <p>PeopleSoft Chartfield # <input style="width: 150px;" type="text"/></p>	<p>REASON FOR PAYMENT: (required field)</p> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> Effort Code: <input style="width: 150px;" type="text"/> Fund 500 Accounts only
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Name: <input style="width: 150px;" type="text"/>	PS Empl # <input style="width: 150px;" type="text"/>
Payroll Account # <input style="width: 150px;" type="text"/>	Dept Name: <input style="width: 150px;" type="text"/>
Work Assignment Period: from: <input style="width: 50px;" type="text"/> to: <input style="width: 50px;" type="text"/>	Union: <input style="width: 150px;" type="text"/>
Total Hours Paid: <input style="width: 50px;" type="text"/> OR Authorized Amount of Payment: (example: bonus/award) <input style="width: 100px;" type="text"/>	

SIGNATURES AND DATE SIGNED:

PAYEE	DATE	DEAN / DIRECTOR / DEPT. HEAD	DATE
PRINCIPAL INVESTIGATOR	DATE	HUMAN RESOURCES	DATE
FOUNDATION & ALUMNI ENGAGEMENT	DATE		

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

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