

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: ☐ On Call Status Payments for Risk & Safety Personnel ☐ Non-Classified Comp Time Payments ☐ Hall Directors ☐ Athletic Coaches Bonuses ☐ Other PeopleSoft Chartfield #	REASON FOR PAYMENT: (required field) Effort Code: Fund 500 Accounts only
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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:

EMPLOYEE SIGNATURE

PRINTED NAME OF DEAN / DIRECTOR / DEPT. HEAD

PRINCIPAL INVESTIGATOR SIGNATURE

DEAN / DIRECTOR / DEPT. HEAD SIGNATURE

HUMAN RESOURCES SIGNATURE

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.		