



## ADDITIONAL PAY FORM

This form is used to pay additional compensation to a regular or visiting, exempt, monthly-paid staff member. Please use the Short-Term Professional Form to pay a casual monthly, exempt, employee. Please use the Princeton Time Collection system to pay additional compensation to a biweekly employee.

### SECTION I. EMPLOYEE INFORMATION

Employee Name: \_\_\_\_\_  
Last Name First Name MI

Empl ID: \_\_\_\_\_ Dept #: \_\_\_\_\_ Department: \_\_\_\_\_ Business Unit: \_\_\_\_\_

Specify nature of work or payment: \_\_\_\_\_  
 \_\_\_\_\_

When Work Performed (provide dates): \_\_\_\_\_

### SECTION II. PAYMENT INFORMATION

Pay Period End Date: \_\_\_\_\_ (required)  
MM/DD/YY

**1<sup>st</sup> Account** (required)

**2<sup>nd</sup> Account**

*Complete only if you are charging to more than one account*

Monthly Payment to Charge: \$ \_\_\_\_\_

Monthly Payment to Charge \$ \_\_\_\_\_

Account to Charge: \_\_\_\_\_ - \_\_\_\_\_

Account to Charge: \_\_\_\_\_ - \_\_\_\_\_

#### **For HR use only**

*Add'l Pay 1 Panel: Earnings Code = 003 – Pay Period Begin Date: \_\_\_\_\_ - Additional Sequence = 1 – Earnings End Date: \_\_\_\_\_ - Reason - Earnings = Monthly Payment to Charge – Goal Amount = Total Amt to Charge - OK to Pay: Checked – Add'l Pay 2 Panel: 1<sup>st</sup> Acct to Charge*

*Add'l Pay 1 Panel: Additional Sequence = 2 – Earnings End Date: \_\_\_\_\_ - Earnings = Monthly Payment to Charge – Goal Amount = Total Amt to Charge – OK to Pay: Checked – Add'l Pay 2 Panel: 2<sup>nd</sup> Acct to Charge*

Comments: \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Authorized Department Signature Date

\_\_\_\_\_  
 HR/DOF/PPPL Authorized Signature Date

\_\_\_\_\_  
 Print Name

*Fax or mail to the Office of the Dean of the Faculty or your Office of Human Resources:*

- *Office of the Dean of the Faculty – 8-2168, 9 Nassau Hall*
- *Main Campus HR – 8-2420, 1 New South*
- *PPPL Human Resources – 243-2050, MS33 C-Site*