



**For Payroll Use Only**

Voucher # \_\_\_\_\_  
 Pay Type \_\_\_\_\_  
 Paydate \_\_\_\_\_

**SUPPLEMENTAL PAYROLL REQUEST FORM**

*This form is to be used to request all payments outside of the normal Biweekly and Monthly Pay Process*

EMPLOYEE NAME _____ <small>LAST FIRST MI</small>					TOTAL GROSS PAY \$ DUE	
ADLOC NAME						
ADLOC NUMBER		BIWEEKLY HOURLY RATE OF PAY \$	OR	MONTHLY FTE MO. RATE OF PAY \$		
PIN #		UIN			TITLE CODE	
ACCOUNT NUMBER	SUPP ACCT	ACCT ANALYSIS	OBJECT CODE	DATE FROM	DATE THRU	GROSS PAY DUE
						\$
						\$
						\$
						\$
REASON FOR SUPPLEMENT						

*I certify that I am acquainted with the employee listed on this payroll or that I have received necessary details from persons privy to and technically qualified to substantiate effort distribution, and that to the best of my knowledge and belief the employee is entitled to the payment shown in this request. The distribution of pay between departments and projects is correct and properly represented by the amount indicated unless subsequent written notice is given by me.*

DATE

AUTHORIZED SIGNATURE

**ATTACH APPROPRIATE WORKSHEET**

Name \_\_\_\_\_

## BIWEEKLY EMPLOYEES WORKSHEET

### TO CALCULATE ADDITIONAL PAY DUE TO SALARY INCREASE AFTER PAYCALC

	Minus		=		X		=
A. Hourly Rate at <b>New Rate</b>		B. Hourly Rate at <b>Previous Rate</b>		C. Change in Hourly Rate (A-B)		D. Number of hours at <b>New Rate</b>	
		\$		<b>GROSS PAY DUE (D times C)</b>			

### LUMP SUM ACCRUED VACATION / SICK LEAVE PAY

Termination Date \_\_\_\_\_

Attach a copy of employee's LeaveTraq record indicating that the available balance has been zeroed out.

\* Accrued Annual Leave Hrs Due (including holidays)  X Hourly Rate

*Maximum lump sum vacation is 760 hours.*

**= GROSS PAY DUE** \$

\*Calculation of Accrued Annual Leave and Sick Leave begins the day after termination and goes forward in time to include holidays falling within that time span if employee is eligible.

Note: Do not add any accrued leave for the calculation period.

### TO CALCULATE SUPPLEMENTAL PAY

	X		=	\$
Straight Time Hours Due		Rate per Hr.		Gross Pay Due
	X		=	\$
Over Time Hours Due		Contact Payroll Services Overtime Rate of Pay	concerning	Gross Pay Due

### FY 2009 Holiday Schedule

<u>Holiday</u>	<u># Days</u>	<u>Dates</u>
Labor Day	1	Sept. 1, 2008
Thanksgiving	2	Nov. 27-28, 2008
Christmas/New Year	8	Dec. 24, 2008 - Jan. 2, 2009
ML King	1	Jan. 19, 2009
Spring Break	1	Mar. 20, 2009
Memorial Day	1	May 25, 2008
Independence Day	1	July 3, 2009

*Attach Worksheet to Supplemental Request Form*

## MONTHLY EMPLOYEES WORKSHEET

**Working days in Month** For FY 2009 09/01/08-08/31/09

Month	Days	Hours
Sept	22	176
Oct	23	184
Nov	20	160
Dec	23	184
Jan	22	176
Feb	20	160

Month	Days	Hours
Mar	22	176
Apr	22	176
May	21	168
June	22	176
July	23	184
Aug	21	168

### TO CALCULATE PARTIAL MONTHS SALARY

	<b>divided by</b>		<b>=</b>		<b>X</b>	
FTE Monthly Rate		No. of Work Hrs in Month (See Above)		Hourly Rate of Pay		Hours Owed
	<b>=</b>	\$ _____ Gross Pay Due				

*Exception: If employment begins on the 16th day of the month, salary due is one half (1/2) of normal monthly amount.*

### TO CALCULATE LUMP SUM ACCRUED VACATION

Termination Date \_\_\_\_\_

Attach a copy of employee's LeaveTraQ record indicating that the available balance has been zeroed out.

	<b>divided by</b>	173.33*	<b>=</b>		
FTE Monthly Rate		*The state has set 2080 as the annual working hours (173.33 per month)		Hourly Rate of Pay	
	<b>X</b>		<b>=</b>		\$ _____ Gross Pay Due
* Accrued Annual Leave Hrs Due (including holidays)					

*Note: Maximum number of hours allowed is 760*

### TO CALCULATE ADDITIONAL PAY DUE TO SALARY INCREASE

*Note: If paying for entire month just use the difference in the two FTE Monthly Rates of Pay*

A. Hourly Rate at <b>New</b> FTE Monthly	
(Previous FTE Monthly Rate <b>Divided by</b> No. of Work Hrs in Month)	
B. Hourly Rate at <b>Previous</b> FTE Monthly	
(New FTE Monthly Rate <b>Divided by</b> No. of Work Hrs in Month )	
C. Number of hours due at New FTE Monthly Rate	
<b>GROSS PAY DUE</b>	\$ _____ Hourly Increase (A-B) X C

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